

## SUMMARY SHEET SUMMARY OF IMPACT ASSESSMENT (IA)

Policy	Scheme of Establishment for Parent Council November 2018 CYPLL Committee (amended 2019)	Date of process	June 2023
Lead service	Education and Learning Directorate, Quality and Curriculum Team	Contact person for process	Vanessa Morris, Support Officer, Quality and Curriculum Team

### Names of those involved in process

Mel McGill, D&G regional representative and Co-Chair of DGPCF, Pam Shuttleworth, Co-Chair of DGPCF, Laura Moodie Parent Council Representation

### Summary of IA

The Council is required to publish the findings and results of all IAs conducted. The publication should include a summary of the following:

<b>Research and data (section 3)</b> What was used to assess the impact of the policy and a summary of the findings? Who was involved and consulted during the assessment stage? What were the findings from the consultation and how was this information used to develop the policy?	This is not a new policy but updated in response to users of the Scheme. What has been added to the Scheme are key support statements and appendix documents in areas that have been identified by Parent Councils raising concerns or request for guidance. These areas are Safeguarding, Right to Reply in relation to conflict within Parent Councils and challenges around communication and engagement (social media). Local intelligence is gathered through an annual survey with external partner Dumfries and Galloway Parent Council Forum with Parent Council Chairs.
<b>Impact Assessment (section 4)</b> From the summary table at number 25 list the impacts.	Positive Impact(s) – 2 (Age and Human Rights) No Impact(s) – 11 (Disability, Sex, Gender reassignment and Transgender, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or belief, Sexual orientation, Health & Wellbeing & Health, Inequalities, Economic & Social Sustainability and Environmental Sustainability, Climate Change and Energy Management) Negative Impact(s) – 0
<b>Monitoring and review (section 5)</b> How is the policy to be monitored - how often and by whom?	Recording of Parent Council engagement in relation to support needs. Annual review Inclusion of questions in relation to Parent Council Chair annual survey regarding meetings – use of online vs. face to face with regard to environmental impacts for example. Next refresh due 2026 led by the Officer with responsibility for Parental Involvement and Engagement.

**Summary of actions arising from the Impact Assessment**

Transfer details from table at number 26

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
Ongoing monitoring with regard to Parent Council feedback	Officer with responsibility for Parental Involvement and Engagement	Annual with 3 year review