

## Multi-Equalities Impact Assessment (MEIA) Quality Assurance (QA)

The quality assurance role is to ensure that the **process** of impact assessment has been followed, as in the 'Guidance Notes'.

Quality Assurance should be undertaken by a 'buddy' who has been trained in Multi Equalities Impact Assessment. The 'buddy' should not be from the assessing service, or a member of the MEIA team.

A copy of the MEIA is to be made available, and questions asked of the policy officer, to clarify any areas if necessary.

Name of policy / functions: Aberdeenshire Strategy for People Affected by Autism Spectrum Disorder

Service of MEIA: Housing and Social Work

### Section 1

#### Function / Policy Details

1. Are you satisfied of the MEIA team membership?  
(Number and relevance) YES  NO
2. Are you satisfied with the **outcome** of the policy / function?  
(The 'effect' or 'result' of the policy / function) YES  NO

### Section 2

#### Information Gathering

3. Are you satisfied with the information gathering?  
(Source and details) YES  NO
4. Are you satisfied that, appropriate consultation and involvement has taken place?  
(There is a requirement to involve disabled people) YES  NO

### Section 3

#### Assessing the Impacts

5. Are you satisfied that all 6 strands have been considered?  
(Race, gender, disability, etc.) YES  NO
6. Are you satisfied that any cross cutting issues have been explored?  
(Health, unemployment, etc.) YES  NO

### Section 4

#### Recommendations and Actions

7. If any, are you satisfied that the recommendations are SMART?  
YES  NO  N/A

8. If any, are you satisfied that any adverse impact that cannot be resolved has been justified YES  NO  N/A

**Section 5**

**Performance Monitoring and Reporting**

9. Are you satisfied with the proposed monitoring and reporting of the policy / functions?  
(How, when and who?) YES  NO

**Additional information**

10. Were there any points for clarification?

Please detail below, the recommended action and when this was undertaken.

| Point for clarification | Action | When | Who |
|-------------------------|--------|------|-----|
|                         |        |      |     |

Signed by officer completing QA: \_\_\_\_\_

Print name: Paula Paterson

Service: P&ICT

Date of QA: 26/02/2008