



**EQUALITY ANALYSIS TOOL**

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 18/04/2013	Owner: Equality and Inclusion

## INITIAL SCREENING TOOL

**Title of policy/service/function/procedure/programme/ or strategy being assessed:**

**TP/091 Out of Service Policy & Procedure – v1.0**

**Is it new**  **or revised**

(If revised, please attach a copy of the original Equality Analysis.)

**Senior Manager Responsible: Edward Potter**

**Department: A&E Operations**

**Section: Fleet & Logistics**

**EQUALITY ANALYSIS SCREENING TEAM** (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend).

<b>Name</b>	<b>Department</b>	<b>Role</b>
Jonathan Nevison	PCMO	Project Manager
Christine McMahon	CP&G	Critical Friend

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**Date of screening :** 18 April 2013

**Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.**

- To optimise the availability of all on-duty Resources that would be expected to respond to emergency calls.
- To establish a clear framework in which decisions on OOS will be made.
- To provide clear guidance to all staff.

**Please state below who is intended to benefit from this policy/service/function etc. and in what way.**

- All staff groups – clear lines of accountability and responsibility. Consistent responses to requests. .
- Patients – faster response to calls resulting from better resource availability.
- Tax Payers – more effective use of financial resources resulting from better resource availability.
- The Service – reduced reliance on additional funding to meet ORH, better tracking and analysis from improved data.

**Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a “protected characteristic” group, whether service users, staff or other stakeholders**

<b>“Protected Characteristic Group”</b>	<b>Is there likely to be a positive or neutral impact in regard to:</b>	<b>If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for a “protected characteristic” group or for another reason?</b>
<b>Age</b>	Neutral	
<b>Disability</b>	Neutral	Staff groups in the new production hub will be required to use Airwave ICCS workstations in a new workplace monitor configuration. Any workplace discomfort or difficulties may need reasonable workplace adjustments.
<b>Gender Reassignment</b>	Neutral	
<b>Marriage and Civil</b>	Neutral	

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<b>Partnership (duty only applies to elimination of discrimination)</b>		
<b>Pregnancy and Maternity</b>	Neutral	See disability above
<b>Race</b>	Neutral	
<b>Religion or Belief</b>	Neutral	
<b>Sex</b>	Neutral	
<b>Sexual Orientation</b>	Neutral	

**Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?**

Clearer lines of accountability and responsibility should lead to greater transparency in the utilisation of resources and more consistent in Out of Service request responses. The greater availability of data will support the Service as a learning organisation in managing its resources.

**Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.**

The content of this policy was worked up by a multi-disciplinary team including front line and control room resources, fleet and logistics and staff-side representatives. Their Root Cause Analysis and the recommendation work up are documented on the project files. Analysis indicates 120,345 cumulative hours of A&E resource will be freed to meet patient demand over the next three years.

**Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?**

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No  Yes

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

The new workstation layout will be similar to that set up on the control room dispatch desks. This has been subjected to ergonomic assessment (May 2012) by HuTech. Some Control Room staff require reasonable workplace adjustments (special chairs or adjustable desks) to manage long shifts at the workstation, albeit with regular VDU breaks. It remains to be seen whether any of the VRC or CSU staff will find the layout and work place difficult due to disability or pregnancy. If this occurs then reasonable workplace adjustments will be made as required.

**You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any “protected characteristic” group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.**

Not applicable

**If you have only identified a neutral or positive impact on any “protected characteristic” group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust’s website.**

Name of Director:

Signature:

Date:

Edward Potter



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