

EQIA – Standard Impact Assessment (Form 1)

EQIA Document Control

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Question 1:

Which Service, Group or Committee is responsible for carrying out the Standard Impact Assessment?

Name	Fife Specialist Palliative Care Service, Senior Management Team (Steering Group)
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Question 2:

Lead Assessor’s contact details

Name	Maxine Jones	Tel. No	01383 623623
Job Title:	Macmillan Service Review Programme Manager	Ext:	29160
Department	Fife Specialist Palliative Care Service	Email	maxine.jones9@nhs.net

Question 3:

Title of Document / Policy (please include the Policy number) / Proposed Change (project or initiative)

Macmillan-Fife Specialist Palliative Care Service Review
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Question 4

Define the work– is it? N= New, R= Review / Redesign

Policy		Procedure (inc SOPs)		Guideline		Project	
Strategy		Protocol		Service			
Other?	(Please describe) Service review to scope needs to identify possible options for future consideration						

Question 5

Briefly outline the aim and the purpose of the work that is being screened for Adverse Equality Impact.

Aim	By July 2019, to offer options and recommendations on the future provision of a robust and sustainable specialist palliative care service that meets population need.
Purpose	<ol style="list-style-type: none"> 1. To undertake an epidemiological review of need for cancer and non-cancer specialist palliative care in Fife. 2. To examine current specialist palliative care provision, assess alignment with identified need, and identify gaps and development opportunities. 3. To offer possible options and recommendations about strategic direction to better meet specialist palliative care need in future.

Question 6

Is this a new development? (Please tick)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Question 7

If yes, is this proposal/ decision strategically important or not, please describe below?

Yes, since it may inform service decisions in alignment with the Scottish Government's Strategic Framework for Action on Palliative & End of Life Care and Fife Clinical Strategy

Question 8:

What is the scope for this EQIA? (Please tick*)

NHS Fife (all)	<input type="checkbox"/>	NHS Fife (Acute)	<input type="checkbox"/>	NHS Fife (Corporate)	<input type="checkbox"/>
HSCP West Division	<input type="checkbox"/>	HSCP East Division	<input type="checkbox"/>	HSCP Fife wide Division	<input type="checkbox"/>
*Service specific? Name	Fife Specialist Palliative Care Service		*Discipline specific? Name		

Question 9:

Who is it intended to benefit?

Staff	✓	Service Users	✓	Public	✓
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Question 10:

Identifying the Impacts

Consider any potential Impacts on the Protected Characteristic Groups, etc and the relevance of policy/ change to each group is described as:

H- High Relevance, **M = Medium Relevance** or **L= Low relevance**

Equality Impact Assessment Matrix

Protected Characteristic	Positive Impact	No Impact	Adverse Impact
High Relevance	NO Full EQIA required	NO Full EQIA required	Full EQIA required – Action Plan required
Medium Relevance	NO Full EQIA required	NO Full EQIA required	Full EQIA required – Action Plan required
Low Relevance	NO Full EQIA required	NO Full EQIA required	EQIA may be required – discuss with Equality and Participation Co-ordinator as you may be able to address these Impacts immediately.

Positive impact, medium relevance – NO Full EQIA required

Relevant Protected Characteristics	Employees	Applies to
Age - children and young people, older people	Low	All
Disability - including people with mental health difficulties	Low	All
Race - black and ethnic people including gypsy travellers	Low	N/A
Sex - women and men	Low	N/A
Sexual orientation - lesbian, gay or bisexual	Low	N/A
Religion and Belief	Low	All
Gender Reassignment	Low	N/A
Pregnancy and Maternity	Low	N/A
Marriage and Civil Partnership	Low	N/A
Fairer (Scotland) Duty 2018 – Assessing impacts on socio-economic disadvantage and/or inequalities of outcome Is this a proposal / decision strategically important?	Yes	No
	Please tick	Please tick ✓

If yes, please complete

What was discussed?

1.	What evidence do you have about socio-economic disadvantage and inequality of outcome in relation to this issue/ decision?	N/A
2.	Have you discussed at a strategic level what the main impacts will be of the issue/ decision?	N/A
3.	Have you considered ways of reducing those impacts?	N/A

Question 11:

Have you consulted with staff, public, service users, others to help assess for Impacts? (Please tick)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, **who** was involved and **how** were they involved? If not, why not, was this necessary as it is just a refresh of existing policy or guidance already in place for example?

Who? The next stage will be to consult the public, staff and delivery partners

How? Communication channels will include face-to-face meetings and surveys

Question 12:

If necessary- please include in brief evidence or relevant information that has influenced the decisions being made (this could include demographic profiles, audits, research, published evidence, and health needs assessment, work based on national guidance or legislative requirements etc) . Any evidence /data that support's your assessment can be inserted into the box below.

Please enter evidence/data links :
Data Reports:
 (add in any data reports written that helped influence decision making)


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Question 13:

Meeting the Public Duty for Equality Impact Assessment

Please provide a rationale to support the results of the Standard Impact Assessment, in that due consideration has been given to:

- **Eliminate unlawful discrimination, harassment and victimisation**
- **Advance equality of opportunity between different groups; and**
- **Foster good relations between different groups**

What we must do	Provide a description or summary of how this has been achieved
Eliminate discrimination	Engage widely with identified groups to take on views and opinions
Advance equality of opportunity	Every group will be treated equally and views considered
Foster good relations	Engage with identified groups equally and positively, recording views accurate, ensuring opinions are valued and incorporated clearly in final review report

Question 14:

Has your assessment been able to demonstrate the following?

Positive Impact	✓
No Impact	
Adverse Impact	

If you have identified that a Full EQIA is required then you will need to ensure that you have in place, either a working group or a means to address the results of the Adverse Impact Assessment at one of your meetings or as a separate arrangement. **Prepare for this in advance**; bring any information or reports to the meeting, make contact with community groups or other organisations that you would like to have involved or to check your policy/program or service change etc.

To be completed by Accountable Officer in Organisation	
Name	
Email	
Telephone (ext)	
Signature	

To be completed by Equality and Participation Co-ordinator	
EQIA checked by	Shirley Ballingall
Date	8 th October 2018
Comments	
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