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**EQIA – Standard Impact Assessment (Form 1)**

**EQIA Document Control**

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| **Date started**  |  |
| **Date completed**  |  |
| **Date published**  |  |
| **EQIA approved**  |  |

**EQIA – Standard Impact Assessment (Form 1)**

**Question 1:**

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

|  |  |
| --- | --- |
| **Name**  | **Medical Directors Directorate - Research & Development** |

**Question 2:**

**Lead Assessor’s contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  | Dr Amanda Wood | **Tel. No** | 01383 623623 |
| **Job Title:** | Assistant R&D Director | **Ext:** | 20941 |
| **Department**  | Research & Development | **Email**  | Amanda.wood3@nhs.net |

**Question 3:**

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

|  |
| --- |
| Policy GP/R3 – Research Fraud and Misconduct |

**Question 4**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Policy**  | **R** | **Procedure (inc SOPs)** |  | **Guideline** |  | **Project**  |  |
| **Strategy**  |  | **Protocol** |  | **Service**  |  |  |
| **Other?**  | **(Please describe)**  |

**Question 5:**

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

|  |  |
| --- | --- |
| **Aim**  | To set out mechanisms for ensuring the management of research fraud and misconduct in NHS Fife. |
| **Purpose** | To ensure all staff, including those carrying out R&D work, are aware of the policy. |

**Question 6:**

**Is this a new development? (Please tick)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No**  | ✓ |

**Question 7:**

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

|  |
| --- |
| **N/A** |

**Question 8:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NHS Fife (all)** | ✓ | **NHS Fife (Acute)**  |  | **NHS Fife (Corporate)** |  |
| **HSCP West Division**  |  | **HSCP East Division**  |  | **HSCP Fife wide Division**  |  |
| **\*Service specific?****Name**  |  | **\*Discipline specific?****Name**  |  |

**Question 9:**

**Who is it intended to benefit?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff** | ✓ | **Service Users** |  | **Public** |  |

**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****Medium Relevance****Low Relevance**  | **NO Full EQIA required** | **NO Full EQIA** **required** | **Full EQIA required – Action Plan required**  |
| **NO Full EQIA required** | **NO Full EQIA required** | **Full EQIA required – Action Plan required**  |
| **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.** |

|  |  |  |
| --- | --- | --- |
| **Relevant Protected Characteristics**  | **Employees** | **Applies to**  |
| **Age** - children and young people, older people | ✓ | ✓ |
| **Disability** - including people with mental health difficulties | ✓ | ✓ |
| **Race** - black and ethnic people including gypsy travellers | ✓ | ✓ |
| **Sex** - women and men | ✓ | ✓ |
| **Sexual orientation** - lesbian, gay or bisexual | ✓ | ✓ |
| **Religion and Belief**  | ✓ | ✓ |
| **Gender Reassignment** | ✓ | ✓ |
| **Pregnancy and Maternity** | ✓ | ✓ |
| **Marriage and Civil Partnership** | ✓ | ✓ |
|  |
| **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** | ✓ | **No**  |  |

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?** Senior staff within R&D Department and Research Governance Group**How?** Providing copies of the updated policy for review and comment. |

**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 : N/A****Data Reports: N/A**(add in any data reports written that helped influence decision making) |

**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** | No impact |
| **Advance equality of opportunity**  | No impact |
| **Foster good relations**  | No impact |

**Question 14:**

**Has your assessment been able to demonstrate the following?**

|  |  |
| --- | --- |
| **Positive Impact** | N/A |
| **No Impact** | N/A |
| **Adverse Impact** | N/A |

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.

**Due regard under the Fairer (Scotland) Duty 2018 has been approved by:**

|  |
| --- |
| **To be completed by Accountable Officer in Organisation** |
| **Name**  | Dr Amanda Wood |
| **Email** | Amanda.wood3@nhs.net |
| **Telephone ( ext)**  | 0183 623623 ext 20941 |
| **Signature**  |  |

|  |
| --- |
| **To be completed by Equality and Participation Co-ordinator**  |
| **EQIA checked by** | Dianne Williamson, Equality and Human Rights Lead |
| **Date** | 7/11/2019 |
| **Comments**  |
| **Date EQIA published:** |