

EQIA – Standard Impact Assessment (Form 1)

EQIA Document Control

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EQIA – Standard Impact Assessment (Form 1)

Question 1:

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

Name	Patient Relations/ Equality and Human Rights Team
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Question 2:

Lead Assessor's contact details

Name	Shirley Ballingall	Tel. No	01592 729557
Job Title:	Equality and Participation Co-ordinator	Ext:	29557
Department	Patient Relations	Email	shirleyballingall@nhs.net

Question 3:

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

Use of Independent Advocacy Policy

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	<p>To provide clear guidance for staff on the use of independent advocacy in health and social care settings in terms of responsibilities and facilitating access to Advocacy information and support.</p> <p>Provide patients and services with information about their rights with regard to Independent Advocacy and the role that staff play in helping them to access support.</p>
Purpose	<ul style="list-style-type: none"> • Raise awareness of patient / service user rights to Independent Advocacy • Reduce the risk to patients/ service users who may require independent advocacy support but don't know how to access that support. • Safeguard patient's rights in decision making about their health and social care support.

Question 6

Is this a new development? (Please tick)

Yes		No	x
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Question 7

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

Question 8:

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

NHS Fife (all)	x	NHS Fife (Acute)		NHS Fife (Corporate)	
HSCP West Division		HSCP East Division		HSCP Fife wide Division	

*Service specific? Name		*Discipline specific? Name	
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Question 9:

Who is it intended to benefit?

Staff	x	Service Users	x	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.

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

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	X	No	
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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?

<p>Who?</p> <ul style="list-style-type: none">• JSAPG• Heads of Nursing (NHS Fife and Fife’s Health and Social Care Partnership)• Fife Advocacy Forum• Legislation Manager (Clinical Services) – Fife Health and Social Care Partnership• Staff Side – Louise Noble , Equality and Human Rights staff side rep• General Policy Group – NHS Fife Corporate Services <p>How?</p> <p>Focus group session with Fife Advocacy Forum</p> <p>Fife Joint Advocacy Strategy Group meeting</p> <p>1-1 meeting with stakeholders</p> <p>Emails</p>
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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.

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

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	We have ensured the revision of the policy changes and guides for staff and service users has taken into account the recent refresh of the Fife Joint Strategic Advocacy Planning Group – Advocacy Strategy 2018 – 2021 which reflects the Good Practice Guide on ‘Working with independent advocates’ from the Mental Welfare Commission for Scotland 2017 report.
Advance equality of opportunity	All of the Nine Protected Characteristics were discussed equally in terms of potential impacts of the policy revision.
Foster good relations	We have consulted with Fife Advocacy Forum who are a representative group of advocacy users.

Question 14:

Has your assessment been able to demonstrate the following?

Positive Impact	X
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	Donna Hughes
Email	Donnahughes1@nhs.net
Telephone (ext)	28069
Signature	

To be completed by Equality and Participation Co-ordinator	
EQIA checked by	Shirley Ballingall
Date	13/12/2018
Comments	To be countersigned by Donna Hughes , Patient Relations Manager

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