

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	Transportation & Storage of Deceased SLWG
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Question 2:

Lead Assessor's contact details

Name	Derek Selbie	Tel. No	01592 643355
Job Title:	Service manager	Ext:	28488
Department	Cellular pathology	Email	derekselbie@nhs.scot

Question 3:

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

Tender for Funeral Director transport and storage of deceased on behalf of NHS Fife.
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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	R		
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 ensure that all deceased transported and stored on behalf of NHS Fife by an appointed funeral director receive a high quality of care.
Purpose	<p>Ensure that deceased are collected and stored within 2 hours of notification.</p> <p>Provide a safe and efficient service.</p> <p>All deceased treated with dignity and respect at all times.</p> <p>All deceased treated with due regard for their religious beliefs.</p>

Question 6

Is this a new development? (Please tick)

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

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

NHS Fife has used funeral directors for many years to transport and store deceased. This initiative will formalise that process ensuring that all funeral directors comply with the new Scottish government code of conduct.
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Question 8:

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

NHS Fife (all)	<input checked="" 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			*Discipline specific? Name		

Question 9:

Who is it intended to benefit?

Staff		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	LR/NI
Disability - including people with mental health difficulties	L	LR/NI
Race - black and ethnic people including gypsy travellers	L	LR/NI
Sex - women and men	L	LR/NI
Sexual orientation - lesbian, gay or bisexual	L	LR/NI
Religion and Belief	L	MR/NI
Gender Reassignment	L	LR/NI
Pregnancy and Maternity	L	LR/NI
Marriage and Civil Partnership	L	LR/NI
Fairer (Scotland) Duty 2018 – Assessing impacts on socio-economic disadvantage and/or inequalities of outcome	Yes	No
	Please tick	Please tick X
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	<input checked="" type="checkbox"/>	No	<input 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?

<p>Who?</p> <p>Chief Executive (Paul Hawkins), General manager, laboratory Manager, Service Manager, Senior APT, Facilities Officer, Procurement Compliance Manager, Head of Facilities, Hospital Services Manager.</p> <p>How?</p> <p>Through membership of project team and internal Communications.</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.

Please enter evidence/data links :

Data Reports:

Scottish government code of practice for funeral directors

<https://www.gov.scot/publications/funeral-director-code-practice/>

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	Being an organisation that embraces diversity, none of the 9 protected groups will be adversely affected by any of the changes being made. The changes will have no impact on the people of Fife.
Advance equality of opportunity	
Foster good relations	

Question 14:

Has your assessment been able to demonstrate the following?

Positive Impact	
No Impact	X

Adverse Impact	
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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

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Telephone (ext)	X28055
Signature	

To be completed by Equality and Participation Co-ordinator

	
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Comments	
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