

Scottish Ambulance Service



Equality Impact Assessment

for the

Property & Asset Management Strategy 2015

**May 2015
Version 1.0**

Property & Asset Management Strategy Equality Impact Assessment

Equality Impact Assessment is concerned with anticipating and identifying the equality consequences of particular policy / service initiative and ensuring that as far as possible any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

This document constitutes the Equality Impact Assessment for the Property & Asset Management Strategy 2015.

1. Introduction

The Scottish Ambulance Service is required to publish an annual Property & Asset Management Strategy (PAMS) under the instruction of CEL 35 'A Policy for Property and Asset Management in NHS Scotland'.

The main aims of the Property & Asset Management Strategy are:

- To ensure NHS Scotland assets are used efficiently, coherently and strategically to support Scottish Government's plans and priorities and identified clinical strategies and models of care
- To provide, maintain and develop a high quality, sustainable asset base that supports and facilitates the provision of high quality health care and better health outcomes.
- To ensure that the operational performance of assets is appropriately recorded, monitored and reviewed and, where appropriate improved
- To ensure an effective asset management approach to risk management and service continuity
- To support and facilitate joint asset planning and management with other public sector organisations

2. Progress

The Property & Asset Management will be submitted for review to Health Facilities Scotland in early June 2015. The information contained within the PAMS will be used to inform the annual State of the NHS Assets and Facilities report (SAFR) published annually each year by Health Facilities Scotland.

A high-level overview of key dates is as follows:

- PAMS submitted to Health Facilities Scotland June 2015
- Review meeting with Health Facilities Scotland August/September 2015
- Publication of the SAFR January/February 2016

3. Key Findings

The PAMS is a high level strategy which documents the proposed investments and disinvestments in property and other tangible assets over the next 5 years.

The PAMS does not approve individual projects and individual business case are still required for formal approval to proceed. A EQIA assessment will be carried out at this business case stage and any positive or negative impacts will be indentified at that time.

4. Conclusions

From the above narrative and the attached assessment, it is concluded that, a full EQIA is not required for this strategy.



Equality Impact: Screening and Assessment Form

Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.	
a. Name of policy or practice (list also any linked policies or decisions)	Property & Asset Management Strategy (PAMS)
b. Name of department	Finance & Logistics
c. Name of Lead	Gerry O'Brien (Director of Finance & Logistics)
d. Equality Impact Assessment Team [names, job roles]	Melanie Barnes (Project Accountant)
e. Date of assessment	30 April 2015
f. Who are the main target groups / who will be affected by the policy?	Staff
g. What are the intended outcomes / purpose of the policy?	<ul style="list-style-type: none"> Provides a review of the number and condition of all tangible assets, i.e. property, fleet, ICT & medical equipment Provides a strategy for future investment and disinvestment decisions on assets going forward
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	No
<p>If yes to any of the three needs complete all sections of the form (2- 7)</p> <p>If no to all of the three needs provide brief detail as to why this is the case and complete only section 7</p> <p>If don't know: complete sections 2 and 3 to help assess relevance</p>	<p><u>General duty to eliminate discrimination</u> Any investment/disinvestment projects included in the PAMS will require a separate business case to be submitted and approved before the project can proceed. An individual EQIA will be required to be completed at business case stage for all individual projects</p> <p><u>Advance equality of opportunity</u> The PAMS does not include details of the preferred options for investments/disinvestments. A full option appraisal will be required as part of the individual business case and the needs of different groups will be assessed and an individual EQIA will be completed as part of the business case process</p>

	<p><u>Foster good relations</u> As stated above, the PAMS only details high level investment plans. Plans to tackle prejudice and promote understanding will be developed as part of the individual business case</p>
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Section 2: Evidence, consultation and involvement
Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.

a. Previous consultation / involvement with community, including individuals or groups or staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics

Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
			Age
			Disability
			Gender reassignment
			Gender / sex
			Marriage / civil partnership *
			Pregnancy / maternity
			Race
			Religion / belief
			Sexual orientation
			Cross cutting - e.g. health inequalities - people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other?

	Available evidence
b. Research and relevant information	
c. Knowledge of policy lead	
d. Equality monitoring information -- including service and employee information	
e. Feedback from service users, partner or other organisations as relevant	
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	
Measure to address these; give brief details. Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	

Section 3: Analysis of positive and negative impacts

Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations

Protected characteristics	i. Eliminating discrimination	ii. Advancing equality of opportunity	iii. Fostering good relations
Age			
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Disability			
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Gender reassignment			
Positive impacts			
Negative impacts			
Opportunities to			

enhance equality	
Gender / sex	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Marriage / civil partnership	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Pregnancy / maternity	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Race	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Religion / belief	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Sexual orientation	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other	
Positive impacts	

Negative impacts	
Opportunities to enhance equality	
Note: specific actions relating to these measures can be listed at section 5	

Section 4: Addressing impacts

Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan

	Reasons
a. No major change - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	
b. Adjust the policy – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. Continue the development and implementation of the policy without adjustments – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.	
d. Stop and remove the policy - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.	

Section 5: Action plan
Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation

Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*

* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc

Section 6: Monitoring and review
Please detail the arrangements for review and monitoring of the policy

	Details
a. How will the policy be monitored? Provide dates as appropriate	
b. What equalities monitoring will be put in place?	
c. When will the policy be reviewed? Provide a review date.	

Section 7: Sign off
Please provide signatures as appropriate

Name of Lead	Title	Signature	Date
Melanie Barnes	Project Accountant		30/04/15
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent			

Appendix 1

Below is a list of participants at the various workshops/meetings conducted to progress the Telehealth Programme. Note there was also an online consultation period where staff were invited to comment on the draft specifications for the hardware to be implemented in Phase 1 of the Programme.

Name	Area of Discipline
John Baker	ICT
David Kinnaird	ICT
Roslyn Scott	ICT
Melanie Barnes	Finance
Fred Davidson	Procurement
Liam Coughlan	Programme Manager
Alistair McDougal	Airwave
Duncan Wells	ICT
Lorraine Cicalese	Paramedic
Rodney Moore	Operations Support
Adam Longhorn	Paramedic
Trevor Spowart	Fleet
Stephanie Philips	Strategic Planning
Jennie Neville	Procurement
Tony Haley	Operations
Rodney Moore	Operations Support
Alan Campbell	ICT
Derek Ho	ICT
Alan Paterson	ICT
Claire Smillie	Comms & Engagement
Paul Grant	Area Service Manager
Gavin Wright	Ambulance Technician
Garry Haigh	Paramedic
Anne Harrison	Community Resuscitation Officer
Tracylee Armit	Paramedic
James McDermott	Paramedic
David Fitzpatrick	Clinical Research Paramedic (Law)
Stephen Munro	Paramedic
Gary Hardacre	CWG Programme Director
Colin Feierabend	Prof Dev Educator
Brain Glass	Prof Dev Manager
John Milligan	Performance Manager
David Robertson	Head of Service (Motherwell)
Martin Andrew Fuller	Divisional Head of Service
Graham Forman	Ergonomics Adviser
Derek Louttit	Clinical Quality Lead
Neil Proven	Clinical Development Officer
Paul Kelly	Clinical Governance Quality
Robin Lawrenson	National Clinical Performance
Katy Barclay	Strategic Planning & Performance

Name	Area of Discipline
George Spiers	Hand Hygiene Coordinator
Neil Sinclair	Scotstar HEMS
Isobel Donaldson	A&E Team Leader
Mark Bargon	Digital Communications
Robert Kay	ICT
Stephen Storrie	Paramedic
Claire Brodie	Paramedic
Alan Dunn	ICT
Bill Parker	ICT Contractor
Alan Campbell	Head of ICT Service Delivery
Liam Coughlan	Programme Manager
Jim Dickie	Head of Specialist Operations
Martin Gemmell	Special Operations Response Team
Neil Sinclair	Consultant Paramedic