



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)	Closed Circuit Television Policy
b. Name of department	Information Governance
c. Name of Lead	Katy Barclay
d. Equality Impact Assessment Team [names, job roles]	Katy Barclay, Information Services and Governance Manager Ann Tobin, Equalities Manager Richard Combe, Senior Information Analyst & Information Governance Officer
e. Date of assessment	28 th March 2017
f. Who are the main target groups / who will be affected by the policy?	Patients, Staff, Public
g. What are the intended outcomes / purpose of the policy?	<ol style="list-style-type: none"> 1. To explain the operational use of Scottish Ambulance Service property, vehicle mounted and body worn close circuit television (CCTV) recording systems. 2. The Policy details the circumstances when the CCTV recording system may be used by the Scottish Ambulance Service or by external agencies. Conversely it also explains when this information cannot be used.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	<p><u>Eliminate Unlawful Discrimination</u></p> <ul style="list-style-type: none"> • Road traffic collision activation – video evidence will support an investigation of an incident. • Saloon activation – footage is bookmarked and retained in the event of the crew pressing the panic strip. Footage can be used to support legal proceedings.

	<p><u>Advance Equality or Opportunity</u></p> <ul style="list-style-type: none">• Signage will:<ul style="list-style-type: none">○ Be yellow with black writing○ Contain a picture of a CCTV camera○ Contain details of the organisation○ Contain contact details for the organisation <p><u>Foster Good Relations</u></p> <ul style="list-style-type: none">• Body worn cameras are provided to staff entering challenging environments, and enable image relay to the Forward Command Vehicle
<p>If yes to any of the three needs complete all sections of the form (2- 7) If no to all of the three needs provide brief detail as to why this is the case and complete only section 7 If don't know: complete sections 2 and 3 to help assess relevance</p>	

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
Information Governance Committee	30 Mar 2015		Age
Policy Review Group	25 Jan 2017	Partnership requested confirmation on signage how it links with patient consent.	Disability
Senior Management Team	09 Dec 2016		Gender reassignment
Fleet Department	19 Jun 2015	Amendments to vehicle camera sections. Link to Scottish Ambulance Service Operation Procedure Vehicle Based CCTV	Gender / sex
National Risk and Resilience Department	03 Apr 2015	Amendments to body worn camera and forward command vehicle sections.	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	<ul style="list-style-type: none"> Information Commissioner's Office - a data protection code of practice for surveillance cameras and personal information. Scottish Ambulance Service Operation Procedure Vehicle Based CCTV
c. Knowledge of policy lead	The recognition of an organisational requirement for overarching CCTV Policy.
d. Equality monitoring information -- including service and employee information	Not routinely measured
e. Feedback from service users, partner or other organisations as relevant	Not applicable
f. Other	Not applicable
g. Are there any gaps in evidence? Please indicate how these will be addressed	None
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	Possible difficulty in reading, seeing or understanding signage.		
Opportunities to enhance equality	Opportunity for crews to make patients aware of CCTV.		
Disability			
Positive impacts			
Negative impacts	Possible difficulty in reading, seeing or understanding signage. Potential difficulty communicating with those who may need communication support, e.g. people with learning difficulties, blind, deaf blind, deaf (British Sign Language users) who might find written English difficult to see / understand.		
Opportunities to enhance equality	Opportunity for crews to make patients aware of CCTV.		
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	Potential language barriers concerning the ability to understand signage written in English.
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	Possible difficulty in reading or understanding signage
Opportunities to enhance equality	Opportunity for crews to make patients aware of CCTV.
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	The policy has been through an extensive consultation process and no further potential for adverse discrimination has been identified through EQIA. Staff will have the opportunity to highlight the use of CCTV to patients / carers and members of the public as appropriate.
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	

<p>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.</p>	
<p>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.</p>	

<p>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</p>					
Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
<p>Develop a communication plan to coincide with the release of the policy.</p>	<p>Communications to staff via:</p> <ul style="list-style-type: none"> • @SAS • Chief Executive's bulletin 	<p>Staff awareness of the policy.</p>	<p>Katy Barclay</p>	<p>May 2017</p>	

* 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	Monitoring of relevance of policy to National Risk and Resilience Department, Fleet and Estates. Monitoring of requests for footage from CCTV.
b. What equalities monitoring will be put in place?	Equalities monitoring not anticipated to be required. This will be reviewed if any evidence to the contrary is brought forward.
c. When will the policy be reviewed? Provide a review date.	Reviewed 2 years from publication.

Section 7: Sign off			
Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
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			