



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)	Winter Contingency Plan V1.1 2016/17 linked to Resource Escalatory Action Plan V6 and Local Divisional Winter Plans
b. Name of department	National Risk and Resilience Department (NRRD)
c. Name of Lead	Lynsey McCann, Business Continuity Manager
d. Equality Impact Assessment Team [names, job roles]	Lynsey McCann, Business Continuity Manager Kenny Freeburn, Head of Service East Central Division Paul Bassett, Divisional General Manager Pat O'Meara, National Head of Ambulance Control Services
e. Date of assessment	17/10/16
f. Who are the main target groups / who will be affected by the policy?	Staff, Patients, General Public, Partner Agencies, Scottish Government.
g. What are the intended outcomes / purpose of the policy?	To provide a management tool to address capacity and demand issues across the winter period.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes
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	

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
		Potential Impact	Age
		Potential Impact	Disability
		No potential impacts identified	Gender reassignment
		No potential impacts identified	Gender / sex
		No potential impacts identified	Marriage / civil partnership *
		No potential impacts identified	Pregnancy / maternity
		No potential impacts identified	Race
		No potential impacts identified	Religion / belief
		No potential impacts identified	Sexual orientation
		No potential impacts identified	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	Scottish Government 6 Essential Action to Improving Unscheduled Care. Scottish Government 12 Critical Areas, Outcomes and Indicators. Previous years plans Debrief from 15/16. Scottish Government Winter Planning Guidance.
c. Knowledge of policy lead	Previous knowledge and experience of Winter Planning and general Business Continuity Planning. Attended Scottish Government Winter Planning conferences and workshops.
d. Equality monitoring information -- including service and employee information	Implementation of previous winter plans
e. Feedback from service users, partner or other organisations as relevant	Plan circulated electronically to Divisional Management Teams for comment. No potential impacts identified To be shared at local Partnership Forums
f. Other	None
g. Are there any gaps in evidence? Please indicate how these will be addressed	None
Gaps identified	None
Measure to address these; give brief details. Further research? Consultation? Other	None
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	No Impact		
Negative impacts	There is a potential for older people to be effected due to the patient population that use patient transport services. The nature of the plan required the Service to free up capacity to ensure we are able to provide our core Accident and Emergency service. This means the Service will be required to cancel some scheduled care activity. Therefore people relying on scheduled care resources may need to arrange alternative transport which for some may not be suitable to their needs.		
Opportunities to enhance equality	No Impact		
Disability			
Positive impacts	No Impact		
Negative impacts	There is a potential for disabled people to be effected where the service required to create capacity by reducing scheduled care activity. This may mean some disabled people relying on scheduled care resources may need to arrange alternative transport which for some may not be suitable to their needs.		
Opportunities to enhance equality	Continue to work with third sector to support development of suitable alternatives.		
Gender reassignment			
Positive impacts	No Impact		
Negative impacts	No Impact		
Opportunities to enhance equality	No Impact		
Gender / sex			

Positive impacts	No Impact
Negative impacts	No Impact
Opportunities to enhance equality	No Impact
Marriage / civil partnership	
Positive impacts	No Impact
Negative impacts	No Impact
Opportunities to enhance equality	No Impact
Pregnancy / maternity	
Positive impacts	No Impact
Negative impacts	No Impact
Opportunities to enhance equality	No Impact
Race	
Positive impacts	No Impact
Negative impacts	No Impact
Opportunities to enhance equality	No Impact
Religion / belief	
Positive impacts	No Impact
Negative impacts	No Impact
Opportunities to enhance equality	No Impact
Sexual orientation	
Positive impacts	No Impact
Negative impacts	No Impact
Opportunities to enhance equality	No Impact

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	No Impact
Negative impacts	No Impact
Opportunities to enhance equality	No Impact
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	

<p>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.</p>	<p>The Service must ensure that processes are in place which allow proportionate actions to be taken in order to respond appropriately to increases in demand and other pressures associated with winter.</p> <p>In order to ensure a safe level of emergency response is maintained decisions may have to be taken to scale back scheduled care activity. Such decisions are based on clinical prioritisation.</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>	

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*
To ensure all decision makers are aware of the Winter Plan and linked REAP	Emailed to all Divisional / Department management teams. Displayed and available on @SAS. National Winter Planning / REAP exercise planned.	To ensure consistent application and avoid inappropriate/unnecessary escalation which would increase the risk of impact to identified protected characteristics.	Business Continuity Manager	October 2016	Age Disability
* 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	Agenda item at Service monthly Heads of Service Group.
b. What equalities monitoring will be put in place?	The impact of any escalation will be reviewed.
c. When will the policy be reviewed? Provide a review date.	Reviewed annually in line with Scottish Government Guidance and Service feedback from debrief.

Section 7: Sign off Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
Lynsey McCann	Business Continuity Manager		17/10/16
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			