The Scottish Ambulance Service
A Special Health Board of NHS Scotland

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)	GRS / Resource Planning Business Rules
b. Name of department	Resource Planning
c. Name of Lead	Lewis Campbell
d. Equality Impact Assessment Team [names, job roles]	Lewis Campbell, General Manager, East Central Division Lorraine Tough, GRS Project Manager Karen Brogan, Head of ACC Planning Information & Performance Graham Hird, GRS System Administrator
e. Date of assessment	19 May 2016
f. Who are the main target groups / who will be affected by the policy?	All Scottish Ambulance Service staff
g. What are the intended outcomes / purpose of the policy?	Ensure fairness and equity in compliance with rostering staff duties, leave allocation and sickness management
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
			Age
National Partnership Forum		System implemented across the Service. Nothing of any concern highlighted	Disability
Working Practices Group			Gender reassignment
Internal Auditors		Auditors picked up on some local inconsistency of practice	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	Liaising with other Services and users
c. Knowledge of policy lead	Chair of Business Rules review group
d. Equality monitoring information -- including service and employee information	Reports in system. Governance on system permissions
e. Feedback from service users, partner or other organisations as relevant	Partnership forum gives positive feedback and resource planners likewise via conference calls
f. Other	Issues logs and trackers from conference call with users
g. Are there any gaps in evidence? Please indicate how these will be addressed	No
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	None		
Negative impacts	None		
Opportunities to enhance equality	None		
Disability			
Positive impacts	None – Have any considerations been given to accessing the system for any staff who have dyslexia / those who may have sight conditions. For example can the brightness, font size etc be changed accommodate the particular needs of users.		
Negative impacts	None		
Opportunities to enhance equality	None		
Gender reassignment			
Positive impacts	None		
Negative impacts	None		
Opportunities to enhance equality	None		
Gender / sex			
Positive impacts	None		
Negative impacts	None		
Opportunities to enhance equality	None		
Marriage / civil partnership			
Positive impacts	None		

Negative impacts	None
Opportunities to enhance equality	None
Pregnancy / maternity	
Positive impacts	None
Negative impacts	None
Opportunities to enhance equality	None
Race	
Positive impacts	None
Negative impacts	None
Opportunities to enhance equality	None
Religion / belief	
Positive impacts	None
Negative impacts	None
Opportunities to enhance equality	None
Sexual orientation	
Positive impacts	None
Negative impacts	None
Opportunities to enhance equality	None
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	Relief staff know their shifts 4-6 weeks in advance improving their work/life balance- is there a plan to improve this further over time? Increased visibility of annual leave availability – is this from the users perspective and managers?
Negative impacts	None
Opportunities to enhance equality	Implementing home access to GRS will negate the need for rural staff to be at a SAS location to access the system – is there a time scale for this that could be included? Would access from home be available for all staff?
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	Personal information is not visible to resource planners and therefore cannot influence their decision making.
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*
Are there any actions to be taken to raise awareness around GRS, its use and functionality for all staff? If so an action could be around the communication e.g. @SAS. CE bulletin. How do we provide training / awareness on GRS, or if staff have questions how do they raise these? – reference to these could be in an action here. No negative impacts identified					
* 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	Exception reporting and ongoing monitoring by National Resource Planning Lead
b. What equalities monitoring will be put in place?	Monitoring reports and compliance. Conference calls Management forum
c. When will the policy be reviewed? Provide a review date.	If/when changes are made to the system

Section 7: Sign off

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Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
Lewis Campbell	General Manager		19 May 2016
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	19 May 2016		