



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)	Equalities Reports <ul style="list-style-type: none"> - Mainstreaming 2017 - Equality Outcomes Progress Report 2013 - 17 - Statement of Equality Outcomes 2017 – 21(main focus of this equality impact assessment)
b. Name of department	HR Directorate
c. Name of Lead	Ann Tobin, Equalities Manager
d. Equality Impact Assessment Team [names, job roles]	Ann Tobin
e. Date of assessment	1 March 2017
f. Who are the main target groups / who will be affected by the policy?	Equality groups –across all the protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sex, sexual orientation,

<p>g. What are the intended outcomes / purpose of the policy?</p>	<p>The Equality Outcome Progress Report illustrates the work we have done during the last four years, the actions that have been taken and the impact made against the outcomes that we had set.</p> <p>The mainstreaming report illustrates the work that has been taken forward during the last two years to embed equality and diversity in all that we do.</p> <p>Equality Outcomes have been developed and agreed for the period 2017 - 21 and these are detailed in the Statement of Equality Outcomes. There are seven outcomes which demonstrate how we will focus our work around equality and diversity during the next four years as follows.</p> <ul style="list-style-type: none">1. Ultimate outcome To improve access and referral to the most appropriate care that is person centred, safe and effective Intermediate outcome Through raised awareness of the Service there is improved access for under-represented groups.2. Ultimate outcome To deliver the best service for patients Intermediate outcome The experience of patients will improve through staff who are supported to deliver person centred care.3. Ultimate outcome To engage with our all our partners and communities to deliver improved healthcare Intermediate outcome The SAS is fair and equitable in the way it delivers its services and
-------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>involves and consults people.</p> <p>4. Ultimate outcome Men and women employed by SAS are better supported on mental health and wellbeing as a result of the use of workplace policies Intermediate outcome. There is a cultural change towards a greater understanding of mental health and wellbeing in the workplace.</p> <p>5. Ultimate outcome To ensure SAS always acts in accordance with its values Intermediate outcome The Service is fair and equitable in the way it develops its policies and strategies to ensure staff are treated fairly and consistently, with dignity and respect and in an environment where dignity is valued.</p> <p>6. Ultimate outcome The diversity profile of SAS workforce reflects the communities we serve Intermediate outcome The Service supports and encourages staff and volunteers to provide equality information and increases the diversity profile of the workforce across all equality groups.</p> <p>7. Ultimate outcome The needs of lesbian, gay, bisexual and transgender staff and service users are consistently met. Intermediate outcome SAS is more responsive to the needs of lesbian, gay, bisexual and transgender staff and service users.</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes this work is relevant to all three elements of the public castor equality duty.
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.</p>			
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
Equality & Diversity Steering Group HR team National Partnership Forum Senior Management Team Executive Team Staff Governance Committee		<ul style="list-style-type: none"> - Accessing the service in general and Patient Transport Service specifically for disabled patients - Limited awareness of the service within some communities and there is uncertainty regarding use and access. - Patient Transport Service not being used by black and minority ethnic groups, British Sign Language users and disabled. - 2020 Vision for Health and Social Care to live longer healthier lives at home, or in a homely 	Age Disability Gender reassignment Gender / sex Marriage / civil partnership * Pregnancy / maternity Race Religion / belief Sexual orientation Cross cutting - e.g. health

<p>Staff through the intranet Members of the public via the website Equalities groups including Stonewall Scotland, LGBT Youth Scotland, Positive Action in Housing, Scottish Disability Equality Forum, Renfrewshire Access Panel, Ahlul Bayt Society Edinburgh, Scottish Youth Parliament</p>		<p>setting, with focus on prevention, anticipation and supported self management.</p> <ul style="list-style-type: none"> - Mental health is an issue for our workforce and remains the most common reason for absence and understanding mental health issues requires development and support for staff - The workforce is not very diverse - Self disclosure rates are low particularly for sexual orientation and religion and belief and there are gaps across protected characteristics - The percentage of staff who have provided all equalities information is still relatively low. - There is evidence to suggest that attitudes towards lesbian, gay, bisexual and transgender people from a service and workforce perspective is poor. 	<p>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?</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Available evidence
<p>b. Research and relevant information</p>	<ul style="list-style-type: none"> ○ Equality Impact Assessments ○ Health outcomes information and prevalence of long term conditions / health inequalities in different population groups / deprived areas, e.g. Audit Scotland Report - Health Inequalities in Scotland ○ Patient Focus Public Involvement data and feedback ○ Community engagement through divisions, community resilience and national service development work ○ The ageing population is leading to an increase in the number of people with dementia (5% of people over 65

	<ul style="list-style-type: none"> and 20% of those over 80 years of age) ○ Research shows lesbian and bisexual women have higher levels of self harm compared to the general population and that there is a higher risk of gay men harming themselves ○ The Healthcare Quality Strategy for NHS Scotland ○ Is Scotland Fairer? Report EHRC ○ Population data and census reports ○ Health & Social Care Delivery Plan ○ Health Scotland report on Mental Health improvement and practice ○ Stonewall Scotland research reports ○ Equality Network reports ○ Scottish Transgender Alliance research ○ Sickness absence details ○ Findings from special board equality leads consultation with Trades Unions and groups representing staff. ○ Staff surveys ○ Training feedback ○ Equality monitoring data
c. Knowledge of policy lead	<p>The equalities reports need to be in place to ensure the Service is able to meet the requirements of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and to publish these by 30 April 2017.</p>
d. Equality monitoring information -- including service and employee information	<p>Workforce Equality Monitoring Report 2015 16 Limited service user information.</p>
e. Feedback from service users, partner or other organisations as relevant	<p>A variety of groups have been consulted on the contents of the equality outcomes including staff. Key areas related to the</p>

	accessibility of the service for disabled people in general including access to Patient Transport Service. Awareness of the services provided by Scottish Ambulance Service and understanding when and how to use the Service.
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	Not at the present time.
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	<p>People of all ages are encouraged and supported to become involved with the work of the Service.</p> <p>Our work with Gypsy Travellers in Fife has impact older members of the community as they are supported to access NHS services.</p> <p>Care pathways e.g. for falls patients are in place which have impact particularly for those aged</p>		

	<p>65 and over.</p> <p>The review of the patient needs assessment process for Patient Transport Service has a greater impact for those who use this service, a high proportion of which are over the age of 65.</p> <p>The patient needs assessment for booking Patient Transport Service will be reviewed and enhanced.</p>
Negative impacts	
Opportunities to enhance equality	<p>When we publish our equalities reports this is an opportunity to raise the profile of the work we are doing. Our future engagement with community groups will help to improve understanding of the work SAS does and the way patients / members of the public can access our services and be more involved in the work we do.</p>
Disability	
Positive impacts	<p>Engaging with disabled groups and those representing them helps to increase understanding of the needs of disabled people.</p> <p>Disabled people are supported to become involved in the work of the Service.</p> <p>Through engagement with disabled groups health awareness information is provided, e.g. cardiac arrest, stroke etc which help improves understanding as well preventative care.</p> <p>Care pathways e.g. for falls patients are in place which have impact particularly for those aged 65 and over and those who have disabilities / long term condition.</p> <p>It is anticipated that the communication needs of patients will be detailed routinely on the Key Information Summary completed by GP and used by SAS staff.</p> <p>An accessible communications policy will be in place to cover interpretation, translation and patient information.</p>

	<p>Call taking training for booking transport will include more detailed information regarding disability awareness.</p> <p>New methods of booking transport will be developed to support access for those patients who are deaf.</p> <p>The patient needs assessment for booking Patient Transport Service will be reviewed and enhanced.</p> <p>The 'See me' programme will be implemented.</p> <p>Mental health first aid course will be implemented. We will engage with staff to identify actions to encourage a more diverse mix of applicants for vacant posts</p> <p>Health and wellbeing is promoted across the Service through the healthy working lives programme.</p> <p>Recruitment advertising is targeted to encourage more applications from diverse groups.</p>
Negative impacts	
Opportunities to enhance equality	When we publish our equalities reports this is an opportunity to raise the profile of the work we are doing. Our future engagement with community groups will help to improve understanding of the work SAS does and the way patients / members of the public can access our services and be more involved in the work we do
Gender reassignment	
Positive impacts	The 'Nobystanders' campaign will be promoted.
Negative impacts	There is potential for negative impact as there is limited activity planned specifically under gender reassignment.

Opportunities to enhance equality	When we publish our equalities reports this is an opportunity to raise the profile of the work we are doing. Our future engagement with community groups will help to improve understanding of the work SAS does and the way patients / members of the public can access our services and be more involved in the work we do
Gender / sex	
Positive impacts	<p>Information will be gathered on key conditions to identify differences experienced by men and women.</p> <p>The 'See me' programme will be implemented.</p> <p>Mental health first aid course will be implemented.</p> <p>HR policies will be promoted to support access and uptake for staff, e.g. flexible working</p> <p>More men and women will be employed on permanent shift patterns.</p> <p>Gender occupational analysis will be undertaken to identify actions to be taken to improve gender equality.</p> <p>Access to career development particularly for part time staff will be monitored.</p>
Negative impacts	
Opportunities to enhance equality	<p>When we publish our equalities reports this is an opportunity to raise the profile of the work we are doing. Our future engagement with community groups will help to improve understanding of the work SAS does and the way patients / members of the public can access our services and be more involved in the work we do.</p> <p>Highlighting this work for staff will raise awareness and give equalities work in general more prominence.</p>
Marriage / civil partnership	
Positive impacts	The 'Nobystanders' campaign will be promoted
Negative impacts	There is potential for negative impact as there is no activity planned under marriage and civil

	partnership
Opportunities to enhance equality	
Pregnancy / maternity	
Positive impacts	
Negative impacts	There is potential for negative impact as there is limited activity planned under pregnancy and maternity
Opportunities to enhance equality	
Race	
Positive impacts	<p>Language line service will be regularly evaluated and issues investigated to ensure a competent service is provided for anyone whose first language is not English.</p> <p>Our work with Gypsy Travellers in Fife has impact older members of the community as they are supported to access NHS services.</p> <p>An accessible communications policy will be in place to cover interpretation, translation and patient information.</p> <p>A cab based language tool will be developed.</p> <p>A plan to improve self disclosure of equality monitoring information will be put in place</p> <p>The breadth of engagement will be extended across black and minority ethnic groups. We will engage with staff to identify actions to encourage a more diverse mix of applicants for vacant posts.</p> <p>Recruitment advertising is targeted to encourage more applications from diverse groups.</p>
Negative impacts	

Opportunities to enhance equality	When we publish our equalities reports this is an opportunity to raise the profile of the work we are doing. Our future engagement with community groups will help to improve understanding of the work SAS does and the way patients / members of the public can access our services and be more involved in the work we do.
Religion / belief	
Positive impacts	A plan to improve self disclosure of equality monitoring information will be put in place The 'Nobystanders' campaign will be promoted.
Negative impacts	There is potential for negative impact as there is limited activity planned under religion and belief.
Opportunities to enhance equality	When we publish our equalities reports this is an opportunity to raise the profile of the work we are doing. Our future engagement with community groups will help to improve understanding of the work SAS does and the way patients / members of the public can access our services and be more involved in the work we do.
Sexual orientation	
Positive impacts	The 'See me' programme will be implemented. Mental health first aid course will be implemented. A plan to improve self disclosure of equality monitoring information will be put in place. We will engage with staff to identify actions to encourage a more diverse mix of applicants for vacant posts. Recruitment advertising is targeted to encourage more applications from diverse groups. Specific lesbian, gay, bisexual, transgender, intersex e-learning tool will be implemented. The 'Nobystanders' campaign will be promoted.
Negative impacts	

Opportunities to enhance equality	When we publish our equalities reports this is an opportunity to raise the profile of the work we are doing. Our future engagement with community groups will help to improve understanding of the work SAS does and the way patients / members of the public can access our services and be more involved in the work we do.
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	Work around our wellbeing strategy will be progressed.
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	It is considered that the equality reports are fit for purpose and meet the requirements of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.
b. Adjust the policy – the EQIA identifies potential problems or missed opportunities and	

<p>you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations</p>	
<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>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*
Reports presented to Staff		For endorsement	Equalities Manager	January 2017	All protected characteristics

Governance					
Reports presented to the Board		For approval	Equalities Manager	March 2017	All protected characteristics
* 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	Through Staff Governance Committee
b. What equalities monitoring will be put in place?	Workforce equality monitoring Use of limited patient equality monitoring
c. When will the policy be reviewed? Provide a review date.	Mainstreaming report – 2019 Equality outcomes progress report 2019 New equality outcomes will be developed and published for the period 2021 – 25 by April 2021.

Section 7: Sign off Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
Ann Tobin	Equalities Manager		01.03.17
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			