

Equality Analysis Form

Service area, Directorate/Department(i.e. substance misuse, Corporate, finance, LD forensics etc)	Estates and Facilities Management
Name of responsible person and job title	Linda Parsons – Associate Director of Operational Services
Name of working party, to include any other individuals, agencies or groups involved in this analysis	N/A

Title of policy, function, strategy or service	Internal Emergency Plan
Geographical area covered by policy, function, strategy or service	Trust wide
Aims and objectives of policy, function, strategy or service	Clarified roles and responsibilities when dealing with emergency incidents.

Start date of Initial Equality Analysis	23/12/2011
End date of Initial Equality Analysis	2/2/2012
Start Date of Full Equality Analysis Assessment	N/A
End date of Full Equality Analysis Assessment	N/A

Equality Analysis Screening

All new Policies, Functions, Strategies, Services, Codes of practice, Guidance or guidelines, Projects, Business plans and Major Trust Events, such as conferences to ensure accessibility and inclusion (should be done at the planning stage) are to be assessed for relevance to the statutory equality duties.

Review

All existing Policies, Functions, Strategies, Services, Codes of practice, Guidance or guidelines must be reviewed every 3 years to ensure that they are still compliant with the Equality Act 2010.

The Equality Act 2010

The Trust is responsible for ensuring that it meets the general and specific public sector duties of the Equality Act 2010. The Equality Act applies to all public sector bodies, the services that they commission and the staff that they employ.

The general equality duty is set out in the Equality Act 2010 (the Act).

In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

The General Duties are:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Please see Equality Analysis guidance for further information about the public sector specific duties

If you require further advice and support please ring Sarah Jay or Tracey Loynes on 0191 3336267/3542

1. Who does the Policy, Function, Strategy, Service, Code of practice, Guidance or guidelines, Project, Business plan or Major Trust Event benefit?		
Trust Managers		
2. Could the Policy, Function, Strategy, Service, Code of practice, Guidance or guidelines, Project, Business plan or Major Trust Event impact negatively or have a positive impact on any of the groups below? (delete as appropriate - please provide evidence below)		
2a. Are you aware of any barriers to accessing or implementing the Policy, Function, Strategy, Service, Code of practice, Guidance or guidelines, Project, Business plan or Major Trust Event that exist for people from the below groups?(see guidance for advice on barriers) (delete as appropriate - please provide evidence below)		
Protected Characteristic	If 'Yes' provide evidence below	'No' (Where relevant please state any action to be taken in the near future to further improve accessibility)
Race (including Gypsy and Traveller)		✓
Disability (e.g. hearing loop, signage, wheelchair access etc)		✓
Gender (Men and Women)		✓
Transgender(Gender Identity and Reassignment)		✓
Lesbian, Gay and Bisexual		✓
Age (this includes older people, children and young adults – people of all groups)		✓

Faith groups/belief or no belief		✓
Pregnant Women or women who are breast feeding		✓
People who are married or in Civil Partnerships		✓
3. Please indicate what sources of information have been taken into account regarding the formulation of this Policy, Function, Strategy, Service, Code of practice, Guidance or guidelines, Project, Business plan or Major Trust Event (delete as appropriate - please provide evidence below)		
Sources of information		✓
Department of Health/Care Quality Commission Findings etc		✓
Service user complaints		
Staff grievances		
Feedback from equality bodies, e.g. Care Quality Commission, Disability Rights Commission, etc		
Internal feedback from Regional Staff Networks, Trades Unions and staff support networks, e.g. LGB, etc		
Research (both internal & external)		
Community Consultation/Consultation Groups		
Investigation findings		
Internal Consultation		✓
Media		

Other (please state)	
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4. Have you engaged or consulted individuals, groups and communities from the Protected Characteristic groups whilst planning and developing this Policy, Function, Strategy, Service, Code of practice, Guidance or guidelines, Project, Business plan or Major Trust Event? (delete as appropriate - please provide evidence below)

Protected Characteristic	If 'Yes' please provide evidence below	'No' (Where relevant please state any consultation or engagement that is due to take place in the near future)
Race (including Gypsy and Traveller)		✓
Disability (e.g. hearing loop, signage, wheelchair access etc)		✓
Gender (Men and Women)		✓
Transgender(Gender Identity and Reassignment)		✓
Lesbian, Gay and Bisexual		✓
Age (this includes older people, children and young adults – people of all groups)		✓
Faith groups/belief or no belief		✓

Pregnant Women or women who are breast feeding		✓
People who are married or in Civil Partnerships		✓

5. Have you used equality monitoring data to help develop this Policy, Function, Strategy, Service, Code of practice, Guidance or guidelines, Project, Business plan or Major Trust Event to help implement change? (If you require equality and diversity data please contact the Equality and Diversity Team on 0191 3336267/3542) (delete as appropriate - please provide evidence below)

Protected Characteristic	If 'Yes' please provide evidence below	'No' (Where relevant please state whether you intend to use equality data monitoring in the near future)
Race (including Gypsy and Traveller)		✓
Disability (e.g. hearing loop, signage, wheelchair access etc)		✓
Gender (Men and Women)		✓
Transgender(Gender Identity and Reassignment)		✓
Lesbian, Gay and Bisexual		✓
Age (this includes older people, children and young adults – people of all groups)		✓
Faith groups/belief or no belief		✓

Pregnant Women or women who are breast feeding		✓
People who are married or in Civil Partnerships		✓

6. As part of this equality analysis have any training needs or service needs been identified?(delete as appropriate - please provide evidence below) **No**

Protected Characteristic	If 'Yes' please state requirement	Would this be for Trust staff, service users, family or carers?
Race (including Gypsy and Traveller)		
Disability (e.g. hearing loop, signage, wheelchair access etc)		
Gender (Men and Women)		
Transgender(Gender Identity and Reassignment)		
Lesbian, Gay and Bisexual		
Age (this includes older people, children and young adults – people of all groups)		
Faith groups/belief or no belief		
Pregnant Women or women who are breast feeding		
People who are married or in Civil Partnerships		
Human rights		
Cultural awareness and competence		

Using equipment or other services e.g. hearing loops, interpreters etc		
Other (please state)		

7. Full Equality Analysis Assessment – You must complete a full equality analysis assessment if in your initial analysis you identify any negative impact on any of the protected characteristic groups. You should aim to reduce or remove completely any negative impact. Please note unlawful, discriminatory impacts must be removed completely. Please refer to guidance for further information. (delete as appropriate - please provide evidence below) **NOT REQUIRED**

Use this form to create an action plan to evidence what needed to be addressed and what you have achieved
 Please attach any evidence of the work you do to in relation to this action plan

Equality area	Action required to support the outcome of the initial equality analysis	Evidence used (including engagement/consultation)	Responsible/ Lead person
Gender			
Disability			
Race and Ethnicity			
Sexual Orientation			
Religion or Belief			
Age			

Gender reassignment			
Marriage or Civil Partnership			
Pregnancy and Maternity			
Human Rights			
Valuing Diversity - other			
Government requirements			
Department of Health requirements			
Care Quality Commission Requirements			

8. Is there any other issues relating to equality, diversity and human rights that you feel would benefit the service or the Trust? (please provide evidence below)		
	Service	Trust
Equality		
Diversity		
Human Rights		

Please ensure that you have checked the information	√
Are comfortable that any additional evidence can provided if you are required to do so?	
The completed EA has been signed off by: You the manager Sign _____ print name _____	
Your reporting manager Sign _____ print name _____	
Please forward the EA to Sarah Jay sarah.jay@tevv.nhs.uk Tracey Loynes tracey.loynes@tevv.nhs.uk and Dorothy Brown dorothy.brown@tevv.nhs.uk At Central resources, Lanchester Road Hospital, Durham, DH1 5RD Tel:0191 3336267	