

### Equality Analysis Form

<b>Service area, Directorate/Department(i.e. substance misuse, Corporate, finance, LD forensics etc)</b>	Nursing and Governance/IPC and Physical Healthcare
<b>Name of responsible person and job title</b>	Chris Parsons, Director of Estates and Facilities Management
<b>Name of working party, to include any other individuals, agencies or groups involved in this analysis</b>	Emergency Planning and business Continuity Group

<b>Title of policy, function, strategy or service</b>	Pandemic Influenza Specific Guidance Plan
<b>Geographical area covered by policy, function, strategy or service</b>	Trustwide
<b>Aims and objectives of policy, function, strategy or service</b>	To set standards in practice to ensure the delivery of patient care is carried out safely and effectively by trust staff

<b>Start date of Initial Equality Analysis</b>	January 2012
<b>End date of Initial Equality Analysis</b>	20 February 2012
<b>Start Date of Full Equality Analysis Assessment</b>	
<b>End date of Full Equality Analysis Assessment</b>	

## **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 fairness, 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 or when any significant amendment takes place before the end of the 3 year period. This is to ensure that the Trust remains assured of its continuing compliance to 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 Toolkit 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 staff and patients

**2. Will the Policy, Function, Strategy, Service (Code of practice, Guidance or guidelines, Project, Business plan or Major Trust Event) impact negatively on any of the protected characteristic groups below?**

Protected Characteristic	Yes - provide evidence of your considerations below	No	Use this space to evidence any positive impact. Consider the protected characteristics named on the left side of this form. Examples of other groups might included homeless people or people living in economically deprived areas (poverty) .
Race (including Gypsy and Traveller)	If the plan is followed it has a positive impact.		No barriers to access or implementing this plan
Disability (e.g. hearing loop, signage, wheelchair access etc)	As above		As above
Gender (Men and Women)	As above		As above
Transgender(Gender Identity and Reassignment)	As above		As above
Lesbian, Gay and Bisexual	As above		As above

Age (this includes older people, children and young adults – people of all groups)	As above		As above
Faith groups/belief or no belief	As above		As Above
Pregnant Women or women who are breast feeding	As above		As Above
People who are married or in Civil Partnerships	As Above		As Above
<b>3. Please indicate what sources of information have been taken into consideration regarding the formulation of this Policy, Function, Strategy, Service (Code of practice, Guidance or guidelines, Project, Business plan or Major Trust Event)?</b>			
<b>Sources of information</b>			√
Department of Health/Care Quality Commission Findings etc			√
Service user complaints			
Staff grievances			
Data collection/Analysis			
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)	

**4. Have you engaged or consulted with individuals, groups and communities from 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)?**

<b>Protected Characteristic</b>	<b>Yes - please provide information and evidence below</b>	<b>No</b>	<b>Please state any future actions to be taken</b>
Race (including Gypsy and Traveller)			Not relevant to this plan
Disability (e.g. hearing loop, signage, wheelchair access etc)			As above
Gender (Men and Women)			As above
Transgender(Gender Identity and Reassignment)			As above
Lesbian, Gay and Bisexual			As above

Age (this includes older people, children and young adults – people of all groups)			As above
Faith groups/belief or no belief			As above
Pregnant Women or women who are breast feeding			As above
People who are married or in Civil Partnerships			As above

**5. As part of this equality analysis have any training needs or service needs been identified?**

<b>Protected Characteristic</b>	<b>Yes - please state need or requirement</b>	<b>Would this be for Trust staff, service users, family or carers?</b>	<b>No</b>
Race (including Gypsy and Traveller)		Not relevant to this policy	
Disability (e.g. hearing loop, signage, wheelchair access etc)		As above	
Gender (Men and Women)		As above	
Transgender(Gender Identity and Reassignment)		As above	
Lesbian, Gay and Bisexual		As above	
Age (this includes older people, children and young adults – people of all groups)		As above	
Faith groups/belief or no belief		As above	

Pregnant Women or women who are breast feeding		As above	
People who are married or in Civil Partnerships		As above	
Human rights		As above	
Cultural awareness and competence		As above	
Using equipment or other services e.g. hearing loops, interpreters etc		As above	
Other (please state)		As above	

**Full Equality Analysis Assessment** – You must complete a full equality analysis assessment if in your initial analysis you identify any negative impact on one or more of the protected characteristic groups. Negative impact should be reduced or removed completely. **Please note unlawful, discriminatory impacts must be removed completely.** Please refer to Equality Analysis Toolkit guidance for further information. If you have any concerns or need additional support please contact the equality and diversity team on 0191 3336267/6542.

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

**SMART Objectives**

**Specific** – Objectives should specify what they want to achieve.

**Measurable** – You should be able to measure whether you are meeting the objectives or not.

**Achievable** - Are the objectives you set, achievable and attainable?

**Realistic** – Can you realistically achieve the objectives with the resources you have?

**Time** – When do you want to achieve the set objectives?

Equality area	Aim(s) and action(s) required to support the outcome of the initial equality analysis	Evidence used (including engagement/consultation)	Target date	Responsible/ Lead person
Gender	No relevant to this plan	Consultation Emergency Planning and Business Continuity Group		Chris Parsons
Disability	As above	As above		As above
Race and Ethnicity	As above	As above		As above
Sexual Orientation	As above	As above		As above
Religion or Belief	As above	As above		As above



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

Are there other issues relating to equality, diversity and human rights that you feel would benefit the service or the Trust?		
	Service	Trust
Equality	No	No
Diversity	No	No
Human Rights	No	No

<b>Please ensure that you have checked the information</b>	√
<b>Are you comfortable that any additional evidence can provided if you are required to do so?</b>	
<p>The completed EA has been signed off by:</p> <p>You the Policy owner/manager            Print name _____ Chris Parsons _____</p>	
<p>Your reporting manager            Print name _____ Martin Barkley _____</p>	
<p>Please forward the completed EA electronically to Sarah Jay <a href="mailto:sarah.jay@tevv.nhs.uk">sarah.jay@tevv.nhs.uk</a> Tracey Loynes <a href="mailto:tracey.loynes@tevv.nhs.uk">tracey.loynes@tevv.nhs.uk</a> and Jacqui Hall <a href="mailto:Jacqui.hall@tevv.nhs.uk">Jacqui.hall@tevv.nhs.uk</a>            At Central resources, Lanchester Road Hospital, Durham, DH1 5RD Tel:0191 3336267/6542</p>	