

Appendix 1 - Equality Analysis Screening Form

Please note; The Equality Analysis Policy and Equality Analysis Guidance can be found on InTouch on the policies page

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Estates and Facilities Management			
Name of responsible person and job title	Paul Foxtan, Acting Director of Operations EFM			
Name of working party, to include any other individuals, agencies or groups involved in this analysis	EFM Directorate Management Team			
Policy (document/service) name	EFM Framework 2017-2022			
Is the area being assessed a...	Policy/Strategy	<input type="checkbox"/>	Service/Business plan	<input type="checkbox"/>
	Procedure/Guidance	<input type="checkbox"/>	Code of practice	<input type="checkbox"/>
	Other – Please state : Framework			
Geographical area covered	Trust-wide			
Aims and objectives	The EFM Framework fully supports the Trust’s mission, vision and strategic goals by assisting in delivering the highest standards of operational services in a quality patient care and staff working environment.			
Start date of Equality Analysis Screening (This is the date you are asked to write or review the document/service etc.)	September 2017			
End date of Equality Analysis Screening (This is when you have completed the equality analysis and it is ready to go to EMT to be approved)	April 2018			

You must contact the EDHR team if you identify a negative impact. Please ring Sarah Jay on 0191 3336267/3046

1. Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?

All Trust staff, Service Users and visitors to the facilities provided and managed by the support services that are delivered through the EFM Directorate.

2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?

Race (including Gypsy and Traveller)	No	Disability (includes physical, learning, mental health, sensory and medical disabilities)	No	Gender (Men, women and gender neutral etc.)	No
Gender reassignment (Transgender and gender identity)	No	Sexual Orientation (Lesbian, Gay, Bisexual and Heterosexual etc.)	No	Age (includes, young people, older people – people of all ages)	No
Religion or Belief (includes faith groups, atheism and philosophical belief's)	No	Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave)	No	Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners)	No

Yes – Please describe anticipated negative impact/s
No – Please describe any positive impacts/s
 Disability Access Audits will ensure all groups with disabilities linking to dementia, autism and learning disabilities will be considered in future developments within the Estate.
 Improvements in the Environment will be developed to assist everyone who has mental health problems.
 Religious and cultural needs will be met with links to these in the nutrition plan.

<p>3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? If 'No', why not?</p>	<p>Yes</p>	<p>✓</p>	<p>No</p>	
<p>Sources of Information may include:</p> <ul style="list-style-type: none"> • Feedback from equality bodies, Care Quality Commission • Trust Strategic Direction • National Guidance/Reports 	<ul style="list-style-type: none"> • Internal Consultation 			
<p>4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Gender, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership</p>				
<p>Yes – Please describe the engagement and involvement that has taken place</p>				
<p>No – Please describe future plans that you may have to engage and involve people from different groups</p>				

The department will need to engage with a number of stakeholders on specific elements of the Framework to include the following, with a more detailed list being developed linked to specific elements of the Framework

- Joint Consultative Committee (for staff)
- QuAC
- Service User Groups
- HSE
- NHSI
- Fire Services
- Local Authorities
- Environmental Health
- MHSOP Services
- Adult Services
- Learning Disability Services including Autism
- Forensic Services
- CAMHS Services

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

Yes/No	All staff will be up to date with E&D Training.
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A training need has been identified for;

Trust staff	Yes	Service users	No	Contractors or other outside agencies	No
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Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so

The completed EA has been signed off by:

You the Policy owner/manager:

Type name: Paul Foxtton, Acting Director of Operations EFM

Date:
01.05.18

Your reporting (line) manager:

Type name : David Brown, Acting Chief Operating Officer

Date:
01.05.18

If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/3046