

Equality Analysis Form

Service area, Directorate/Department(i.e. substance misuse, Corporate, finance, LD forensics etc)	Nursing & Governance
Name of responsible person and job title	Theresa Parks, information governance manager
Name of working party, to include any other individuals, agencies or groups involved in this analysis	

Title of policy, function, strategy or service	Records Strategy
Geographical area covered by policy, function, strategy or service	Trustwide
Aims and objectives of policy, function, strategy or service	An overarching document detailing the way the trust will improve management of clinical and non clinical records.

Start date of Initial Equality Analysis	01/10/2011
End date of Initial Equality Analysis	21/032012
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 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?

All service users and staff

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)		✓	
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 consideration regarding the formulation of this Policy, Function, Strategy, Service (Code of practice, Guidance or guidelines, Project, Business plan or Major Trust Event)?

Sources of information	
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)?

Protected Characteristic	Yes - please provide information and evidence below	No	Please state any future actions to be taken
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. As part of this equality analysis have any training needs or service needs been identified?

Protected Characteristic	Yes - please state need or requirement	Would this be for Trust staff, service users, family or carers?	No
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)			✓

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				
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				

Are there other issues relating to equality, diversity and human rights that you feel would benefit the service or the Trust?		
	Service	Trust
Equality		
Diversity		
Human Rights		

Please ensure that you have checked the information	√
Are you comfortable that any additional evidence can provided if you are required to do so?	✓
The completed EA has been signed off by: You the Policy owner/manager Print name: THERESA PARKS	
Your reporting manager Print name: LOUISE EASTHAM	
Please forward the completed EA electronically to Sarah Jay sarah.jay@tevv.nhs.uk Tracey Loynes tracey.loynes@tevv.nhs.uk and Jacqui Hall Jacqui.hall@tevv.nhs.uk At Central resources, Lanchester Road Hospital, Durham, DH1 5RD Tel:0191 3336267/6542	