



## Equality Impact Assessment (EIA) Stage 1

|   |                 |                                  |
|---|-----------------|----------------------------------|
| <b>Policy or Service being Assessed:</b> <ul style="list-style-type: none"> <li>• Serious Incident Reporting and Investigation Policy (5.20 Health &amp; Safety folder )</li> </ul>   |                 |                                  |
| <b>Lead Person:</b> <ul style="list-style-type: none"> <li>• Executive Director Nursing/Medicine</li> </ul>   |                 |                                  |
| <b>Person(s) responsible for carrying out the assessment (if not the Lead Person).</b> <ul style="list-style-type: none"> <li>• Executive Director Nursing/Medicine</li> <li>• Head of PPI/Equality</li> </ul>  |                 |                                  |
| <b>1. Is this a new or existing policy or service?</b>  | <b>New</b><br>✓ | <b>Existing:</b><br>✓<br>Revised |
| <b>2. What is the expected outcome of the service / policy? (E.g. aims, objectives and purposes of the service / policy, standards for practice).</b> <p>The purpose of the Policy is to ensure that the Trust report SIs using the Strategic Executive Information System (STEIS) system. The system will be monitored to ensure that the SI is graded and that the report and action plan addresses the issues to minimise the risk of recurrence and will close the STEIS record.</p>                      |                 |                                  |
| <b>3. Does this policy / service link to others? If yes please state link below:</b><br><b>Yes:</b> <ul style="list-style-type: none"> <li>• <a href="http://www.nrls.npsa.nhs.uk/resources/?entryid45=75173">National framework for reporting and learning from serious incidents requiring investigation</a><br/><a href="http://www.nrls.npsa.nhs.uk/resources/?entryid45=75173">http://www.nrls.npsa.nhs.uk/resources/?entryid45=75173</a></li> <li>• Being open policy (approved August 2010)</li> </ul> |                 |                                  |
| <b>4. Who is intended to benefit from the policy / service? In what way?</b> <p><b>Staff, patients, members of the public:</b> The policy provides a framework and guidance for all North Staffordshire Combined Healthcare NHS Trust employees for reporting, managing, investigating, analysing and learning from SIs. The ultimate aim is to reduce the risk of harm to all groups.</p>  |                 |                                  |
| <b>5. How is the policy / service to be put into practice? Who is responsible?</b>  |                 |                                  |

|  |             |             |
|--|-------------|-------------|
| Section 6 of the document clearly set out defined roles and responsibilities.  |             |             |
| <p><b>6. How and where is information about the policy / service publicised?<br/>Example on the Trust intra net, and the internet/portal.</b></p> <p>The Policy will be accessible via the Trust's intra net and Portal.</p>   |             |             |
| <p><b>7. What regular consultation do you carry out with different communities and groups re the policy / service?</b></p> <p>A copy of this policy will be filed on the intra-net in the health &amp; Safety policy folder. The policy will be consulted on with the following groups:</p> <ul style="list-style-type: none"> <li>• Period of 12 week consultation via the Trust intra net??.</li> <li>• Review at the Trusts Quality and Information Governance Committee</li> </ul> |             |             |
| <b>8. Are there concerns that the policy / service could have an adverse impact because of:</b>  | <b>Yes:</b> | <b>No:</b>  |
| <b>Age</b>   | <b>Yes</b>  | <b>No</b> ✓ |
| If YES to the above please state evidence (either presumed or otherwise)   |             |             |
| <b>Disability</b>  | <b>Yes</b>  | <b>No</b>   |
| If YES to the above please state evidence (either presumed or otherwise)   |             | ✓           |
| <b>Gender</b>  |             |             |
| If YES to the above please state evidence (either presumed or otherwise)   |             | ✓           |
| <b>Ethnicity</b>   | Yes         | No          |
| If YES to the above please state evidence (either presumed or otherwise)   |             | ✓           |
| <b>Sexual Orientation</b>  | Yes         | No          |
| If YES to the above please state evidence (either presumed or otherwise)   |             | ✓           |
| <b>Religion / Belief</b>   | Yes         | No          |
| If YES to one or more of the above please state evidence (either presumed or otherwise) do you have for this?  |             | ✓           |
| <b>Do the differences amount to discrimination and the potential for adverse impact in this policy? NO</b>   |             |             |

|   |      |     |
|---|------|-----|
| <p><b>9. If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason</b><br/> i.e. Indirect discrimination can be justifiable sometimes when a service is being provided for a particular target group e.g. Asian women's breast screening, Gay men's sexual health clinic, gender specific services /environments</p> | Yes: | No: |
| <p><b>If YES, please give reasons:</b></p>  | Yes  | No  |
| <p><b>10. Do you think this policy / service specifically contributes to promoting equality and diversity in North Staffordshire? If so, in what way? Please note any examples of good practice</b></p>   |      |     |
| <p><b>11. Should there now be a Full Impact Assessment and if so, what are the reasons for this?</b></p>  | N/A  |     |
| <p><b>12. Date on which full assessment to be completed by.</b></p>   | N/A  |     |

## Equality Impact Assessment Action Plan

**To be used for both low level impact changes identified via EqIA screening and high level impact changes following full EqIA.**

**Name of Service or Policy:**

- Mental Health Act Procedural Guidance on Preparing for Hospital Managers' Hearings and Mental health Tribunals

**Date:** 31/8/10

**Groups or Communities Affected:**

All patients detained under the Mental Health Act (1983)

| Action to be taken  | By when                                       | Lead person | Expected Outcome   | Monitoring Arrangements  |
|---|---|-------------|--|--|
| To provide an annual equality monitoring report (once policy implemented) in respect of number of individuals detained, number of reviews and outcomes etc by patient demographics. Benchmark against other patient groups etc to ensure no discriminatory practice. (Would be useful to include retrospective data where possible for comparison). | Annual report in line with policy start date. | Policy Lead | Effective equality monitoring – review and action accordingly. | Review by Policy Lead, hospital managers Trust Equality & Human Rights Group |
| All forms cited within the appendix to consistently monitor equality data. Forms L19 and L20 to include ethnicity monitoring.   |   | Policy Lead | Effective equality monitoring – review and action accordingly  |  |

**Signed (Lead Assessors) ...Val Stronach Date: 31 August 2010**

**Review Date:** This policy will be reviewed every 3 years or sooner should new legislation/guidance be released. The equality Impact assessment will be reviewed in line with policy review.

