

# EQIA – Standard Impact Assessment (Form 1)

## EQIA Document Control

<b>Date started</b>	09/09/21
<b>Date completed</b>	10/09/21
<b>Date published</b>	September 2021
<b>EQIA approved</b>	13/9/21

# EQIA – Standard Impact Assessment (Form 1)

## Question 1:

**Which Service, Group or Committee is responsible for carrying out the Standard Impact Assessment?**

<b>Name</b>	Children and Young People’s Continence Service
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## Question 2:

**Lead Assessor’s contact details**

<b>Name</b>	Joanne Bruce	<b>Tel. No</b>	07900161819
<b>Job Title:</b>	Interim Nurse Manager	<b>Ext:</b>	24074
<b>Department</b>	CYPCNS	<b>Email</b>	<a href="mailto:joanne.bruce@nhs.scot">joanne.bruce@nhs.scot</a>

## Question 3:

**Title of Document / Policy (please include the Policy number) / Proposed Change (project or initiative)**

Parent / patient information leaflets / documents
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## Question 4

**Define the work– is it?                      N= New, R= Review / Redesign**

<b>Policy</b>		<b>Procedure (inc SOPs)</b>		<b>Guideline</b>		<b>Project</b>	
<b>Strategy</b>		<b>Protocol</b>		<b>Service</b>			
<b>Other?</b>	Information leaflets / documents						

### Question 5

Briefly outline the aim and the purpose of the work that is being screened for Adverse Equality Impact.

<b>Aim</b>	To provide patients and their families bowel and bladder information to support bowel and bladder health
<b>Purpose</b>	To empower patients and their families to help manage continence issues in the community

### Question 6

Is this a new development? (Please tick)

<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input checked="" type="checkbox"/>
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### Question 7

If yes, is this proposal/ decision strategically important or not, please describe below?

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### Question 8:

What is the scope for this EQIA? (Please tick\*)

<b>NHS Fife (all)</b>	<input type="checkbox"/>	<b>NHS Fife (Acute)</b>	<input type="checkbox"/>	<b>NHS Fife (Corporate)</b>	<input type="checkbox"/>
<b>HSCP West Division</b>	<input type="checkbox"/>	<b>HSCP East Division</b>	<input type="checkbox"/>	<b>HSCP Fife wide Division</b>	<input checked="" type="checkbox"/>
<b>*Service specific? Name</b>	<b>Children's Continence</b>		<b>*Discipline specific? Name</b>		

### Question 9:

**Who is it intended to benefit?**

Staff		Service Users	X	Public	X
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**Question 10:**

**Identifying the Impacts**

Consider any potential Impacts on the Protected Characteristic Groups, etc and the relevance of policy/ change to each group is described as:

**H- High Relevance**, **M = Medium Relevance** or **L= Low relevance**

**Equality Impact Assessment Matrix**

Protected Characteristic	Positive Impact	No Impact	Adverse Impact
<b>High Relevance</b>	NO Full EQIA required	NO Full EQIA required	Full EQIA required – Action Plan required
<b>Medium Relevance</b>	NO Full EQIA required	NO Full EQIA required	Full EQIA required – Action Plan required
<b>Low Relevance</b>	NO Full EQIA required	NO Full EQIA required	EQIA may be required – discuss with Equality and Participation Co-ordinator as you may be able to address these Impacts immediately.

Relevant Protected Characteristics	Employees	Applies to
<b>Age</b> - children and young people, older people	N/A	Children, young people and families – No full EQIA required
<b>Disability</b> - including people with mental health difficulties	N/A	Version in BSL Neurological conditions may require explanation in addition to leaflet Or an easy read version
<b>Race</b> - black and ethnic people including gypsy travellers	N/A	N/A
<b>Sex</b> - women and men	N/A	N/A
<b>Sexual orientation</b> - lesbian, gay or bisexual	N/A	N/A
<b>Religion and Belief</b>	N/A	N/A
<b>Gender Reassignment</b>	N/A	Considerations may be made to those who are transgender or transsexual and who may require further information to meet needs and improve experience of services
<b>Pregnancy and Maternity</b>	N/A	N/A
<b>Marriage and Civil Partnership</b>	N/A	N/A
<b>Fairer (Scotland) Duty 2018 – Assessing impacts on</b>	Yes	No

socio-economic disadvantage and/or inequalities of outcome	Please tick	Please tick <b>X</b>
<b>Is this a proposal / decision strategically important?</b>		

**If yes, please complete**

**What was discussed?**

1.	What evidence do you have about socio-economic disadvantage and inequality of outcome in relation to this issue/ decision?	NA
2.	Have you discussed at a strategic level what the main impacts will be of the issue/ decision?	NA
3.	Have you considered ways of reducing those impacts?	NA

**Question 11:**

**Have you consulted with staff, public, service users, others to help assess for Impacts? (Please tick)**

<b>Yes</b>	X	<b>No</b>	
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If yes, **who** was involved and **how** were they involved? If not, why not, was this necessary as it is just a refresh of existing policy or guidance already in place for example?

<p><b>Who?</b> Continence Team, parents and patients</p> <p><b>How?</b> Sent out documents to use and review – positive feedback obtained</p>
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**Question 12:**

If necessary- please include in brief evidence or relevant information that has influenced the decisions being made (this could include demographic profiles, audits, research, published evidence, and health needs assessment, work based on national guidance or legislative requirements etc) . Any evidence /data that support's your assessment can be inserted into the box below.

<p><b>Please enter evidence/data links :</b></p> <p><b>Data Reports:</b></p> <p>(add in any data reports written that helped influence decision making)</p>
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**Question 13:**

**Meeting the Public Duty for Equality Impact Assessment**

Please provide a rationale to support the results of the Standard Impact Assessment, in that due consideration has been given to:

- **Eliminate unlawful discrimination, harassment and victimisation**
- **Advance equality of opportunity between different groups; and**
- **Foster good relations between different groups**

<b>What we must do</b>	<b>Provide a description or summary of how this has been achieved</b>
<b>Eliminate discrimination</b>	Generic advice that can be used for anyone requiring assistance with continence issues
<b>Advance equality of opportunity</b>	Generic advice that can be used for anyone requiring assistance with continence issues
<b>Foster good relations</b>	Generic advice that can be used for anyone requiring assistance with continence issues

**Question 14:**


**Has your assessment been able to demonstrate the following?**

<b>Positive Impact</b>	X
<b>No Impact</b>	


<b>Adverse Impact</b>	
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If you have identified that a Full EQIA is required then you will need to ensure that you have in place, either a working group or a means to address the results of the Adverse Impact Assessment at one of your meetings or as a separate arrangement. **Prepare for this in advance**; bring any information or reports to the meeting, make contact with community groups or other organisations that you would like to have involved or to check your policy/program or service change etc.

**To be completed by Accountable Officer in Organisation**

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<b>Signature</b>	

**To be completed by Equality and Participation Lead**

<b>EQIA checked by</b>	
<b>Date</b>	13.9.2021
<b>Comments</b>	
<b>Date EQIA published: September 2021</b>	