

Equality and Diversity Rapid Impact Assessment

Date 17 / 06 / 09	Title KNOWLEDGE AND SKILLS FRAMEWORK (KSF) AND PERSONAL DEVELOPMENT AND REVIEW POLICY
Is this a new document? no	Is this an existing document under review? yes
Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	Agenda for Change Agreement National KSF handbook NHS Fife KSF Guidance
What is the description of the policy, procedure or strategy?	The purpose of this policy is to highlight key elements of the KSF process and its application, clarify the roles and responsibilities of managers and staff and confirm where further guidance can be sourced
What is the intended outcome of this policy, procedure or strategy?	Provide policy framework for managers and staff to enable completion of KSF PDP arrangements in line with national agreement
Which individuals are responsible for undertaking Equality and Diversity Impact Assessment?	David Kerr Head of Learning and Development (policy author) and KSF Steering and Leads Group

Which groups of the population will be positively or negatively affected by this policy, procedure or strategy?

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Gender including transgender people	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Religion or Faith	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Socio-economic status	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Other please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equality and Diversity Rapid Impact Assessment Checklist

Have any positive impacts been identified?	Applicable to all staff covered by Agenda for Change agreement KSF PDP process will support fair and equitable treatment for all staff
Have any negative impacts been identified?	NO
What action is proposed to overcome any negative impacts?	N/A
What recommendations have you made to eliminate or reduce negative impacts?	N/A

If any negative impacts have been found please indicate if a Full Equality and Diversity Impact Assessment has been recommended?	N/A
Give details of any consultation or involvement which has been undertaken.	KSF Steering and Leads Group with staff side representative as co - chair
Is there a need to collect further evidence in regard to data and research?	No
How will monitoring be measured?	e-KSF reports

Area

Operational Division	<input type="checkbox"/>
Dunfermline and West Fife CHP	<input type="checkbox"/>
Glenrothes and North East Fife CHP	<input type="checkbox"/>
Kirkcaldy and Levenmouth CHP	<input type="checkbox"/>
Corporate Directorates	
NHS Fife	X
Three CHP's	<input type="checkbox"/>
Other	<input type="checkbox"/>

Manager Responsible		Author Responsible	
Name	David Christie	Name	David Kerr
Designation	Director of OD & Learning	Designation	Head of Learning and Development
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Type of Document

Human Resource Policy	X
Clinical Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	<input type="checkbox"/>
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>

Contact Information

Signature of author of the policy, procedure or strategy: David Kerr

Head of Department and Service area: David Christie

Date of next review: 22.04.14

If you require further information:
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