

Equality Impact Assessment Form

Introduction

The general equality duty that is set out in the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:

- 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.

The general equality duty does not specify how public authorities should analyse the effect of their existing and new policies and practices on equality, but doing so is an important part of complying with the general equality duty. It is up to each organisation to choose the most effective approach for them. This standard template is designed to help CPFT staff members to comply with the general duty.

Training on undertaking Equality Impact Assessment can be made available for individuals or teams on request.

If there is something that is not clear regarding the Equality Impact Assessment (EIA) process or you need help to complete the EIA form please contact:

Sue Rampal - Equality and Diversity Officer, sue.rampal@cpft.nhs.uk, Cavell Centre, Bretton Gate, Peterborough PE3 9GZ. Mob: 07528252844

Equality Analysis

Name of Proposal - policy, strategy, function, service being assessed:	Podiatry Services Estates Review - Relocation of Podiatry clinics
Is this a new or existing policy, practice or change to a service?	New Policy
Directorate, Department / Service:	Podiatry
Details of the person completing this impact assessment form. Name, Job Title, Telephone / Extension:	Jo Hood Podiatry Clinical Manager (North) 01733 466639
Those involved in the assessment:	
Date assessment completed and signed off:	13/6/2016

What are the intended outcomes of this work)? (Include outline of objectives and function aims)	<p>Review of existing 43 accommodation sites used by CPFT Podiatry services, taking into account accessibility, cost and quality of accommodation, to determine where sites could be consolidated.</p> <p>Review of existing sites Analysis of data relating to distances between clinical sites and methods used by patients to get to clinics. Identification of sites where capacity available to facilitate consolidation. Production of business case Business case to board. Once board has approved, business case to CCG.</p>
Who will be affected? (e.g. staff, patients, service users etc.)	<p>Stakeholders: Podiatry staff, patients, estates. Beneficiaries: staff, patients, estates team, CPFT</p>
What are the desired outcomes?	Relocation of Podiatry clinical sites to one or more locations.
What factors could <u>detract</u> from the desired outcomes?	Accessibility, cost and quality of accommodation, to determine where sites could be consolidated.
What factors could <u>contribute</u> to the desired outcomes?	Capacity available to facilitate consolidation.

<p>What does this policy, function, process link to in terms of wider Business plans and objectives?</p>	<p>Minimum clinical standards for accommodation. Accessibility of service in relation to appointments Flexibility of appointments. Patient satisfaction.</p>
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Evidence considered

When looking at the impact on the equality groups, you must consider the following points in accordance with General Duty of the Equality Act 2010:

In summary, those subject to the Equality Duty must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups

Consider how your assessment has been able to demonstrate Positive Impact, Negative / Adverse Impact or Neutral Impact?

<p>What evidence have you considered? <i>List the main sources of data, research and other sources of evidence This can include national research, surveys, reports, research interviews, focus groups, pilot activity evaluations etc.</i></p> <p><i>If there are gaps in evidence, state what you will do to close them in the Action Plan on the last page of this template.</i></p>
<p>Disability Consider and detail on attitudinal, physical and social barriers.</p> <p>Ensure access to specialist transport is available if service user is not able to get to clinic in any other way. Ensure details of parking / disabled spaces provided to service users</p>
<p>Sex Consider and detail on men and women (potential to link to carers below). No evidence of negative impact</p>
<p>Race Consider and detail on difference ethnic groups, nationalities, Roma gypsies, Irish travellers, language barriers. No evidence of negative impact</p>
<p>Age Consider and detail across age ranges on old and younger people. This can include safeguarding, consent and child welfare. No evidence of negative impact</p>
<p>Gender reassignment (including transgender) Consider and detail on transgender and transsexual people. This can include issues such as privacy of data and harassment. No evidence of negative impact</p>
<p>Sexual orientation Consider and detail on heterosexual people as well as lesbian, gay and bi-sexual people. No evidence of negative impact</p>

<p>Religion or belief <i>Consider and detail on people with different religions, beliefs or no belief.</i></p> <p>No evidence of negative impact</p>
<p>Pregnancy and maternity <i>Consider and detail on working arrangements, part-time working, infant caring responsibilities.</i></p> <p>No evidence of negative impact</p>
<p>Carers <i>Consider and detail on part-time working, shift-patterns, general caring responsibilities.</i></p> <p>No evidence of negative impact</p>
<p>Other identified groups <i>Consider and detail and include the source of any evidence on different socio-economic groups, area inequality, income, resident status (migrants) and other groups experiencing disadvantage and barriers to access.</i></p>

Engagement and involvement

<p>Have you consulted on the proposal? If so with whom?</p> <p>If not why not?</p> <p>Patients attending Podiatry service during a 2 week period were asked how they had travelled to the clinic site. The data from each site was then collated into travelling by independent vehicles such as private car, taxi or hospital transport, travelling under their own steam such as walking or mobility scooter, or using public transport.</p>
<p>How have you engaged stakeholders in gathering evidence or testing the evidence available?</p> <p>The data from each site was then collated into travelling by independent vehicles such as private car, taxi or hospital transport, travelling under their own steam such as walking or mobility scooter, or using public transport.</p> <p>A review of distances between clinical sites and the city centre was also carried out and of the bus routes available in the City.</p>
<p>How have you engaged stakeholders in testing the policy or programme proposals?</p> <p>The impact is minimal on the majority of patients attending the service and where there is a greater impact this can be mitigated by offering patients spaces in transport clinics.</p> <p>To make it easier for patients, information on bus routes and parking should be provided if they do have to change sites.</p> <p>Changes to working hours of the service now mean that later appointments are available. Nearly half of the patients questioned stated that this would be useful for them. For some of these this may mean that they are able to get help with transport to clinic from family members or friends, thus mitigating for some the impact of travelling to a different clinic site.</p>
<p>For each engagement activity, please state who was involved, how and when they were engaged, and the key outputs:</p>

Clinicians collected data from patients.

Action planning for improvement:

Outline key actions based on any gaps, challenges and opportunities you have identified.

Relocation of Podiatry clinical sites to one or more locations will have a minimal impact for the majority of Podiatry patients. However this process needs to be well managed and options offered on an individual basis to those who may have difficulties travelling to the new site (s).

Please complete the Action Plan template below to action, address specific equality issues, data gaps that need to be addressed through consultation or further research.

Completed form should be sent to:

Sue Rampal - Equality and Diversity Officer, sue.rampal@cpft.nhs.uk, Cavell Centre, Bretton Gate, Peterborough PE3 9GZ. Mob: 07528252844

Action Plan Template

This part of the template is to help you develop your action plan. You might want to change the categories in the first column to reflect the actions needed for your policy.

Category	Actions required to address the issue/s	Target date	Person responsible and their division
Involvement and consultation	Consultation with Patients attending Podiatry service during a 2 week period were asked how they had travelled to the clinic site. .		
Data collection and evidencing	During July 2016		
Analysis of evidence and assessment	Review of the data presented when deciding on actual site consolidation to estimate actual impact and numbers. Inform patients of reasons for relocation of services including benefits. Provide information on site locations, access, bus routes and parking. Offer individual discussion of needs where the patient foresees issues with travelling to clinic and provide alternative options such as transport clinics. Good signage at final location(s) to help patients find clinic.		
Monitoring, evaluating and reviewing	Ongoing		

<p>Publishing the Results of the Assessments. (It is a legal requirement to publish the results of the impact assessment, consultation and monitoring – so please state below how you aim to publish the result of the assessment and when this will be available)</p>	<p>Equality & Diversity Officer to arrange for completed EIA to be published.</p>	<p>End June 2016</p>	<p>Sue Rampal</p>
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