

## South East Coast Ambulance Service NHS Foundation Trust

### Equality Analysis Record

The EA Record below must be completed by the EA Lead, who will be the document owner / author. The EA Record will inform the final decision by the EA checkpoint for approval.

Name of EA Lead and role	Andy Cashman		
Directorate	Clinical Operations	Date of analysis:	01/07/2014
What is being analysed?	Business Continuity Policy		
Aim(s) of this piece of work	To ensure the Trust maintains core function during period of unplanned disruption.		

#### Summary of the decision:

- Aims and objectives
- Key actions
- Expected outcomes
- Who will be affected and how?
- How many people will be affected?

This policy sets out to deliver a policy framework for planning and managing incidents which are disruptive to the continuity of service provision.

The aims of this policy are to enable the Trust to:

- Provide continuation of priority functions and key services to stakeholders during a disruptive event, making best use of personnel and other resources.
- Reduce the period of disruption to the Trust SECamb and our stakeholders and return to normal operating levels efficiently and effectively.
- Improve resilience and reduce the likelihood of disruption occurring.

The policy will promote business continuity management across the Trust in order to help the Trust meet its legal and regulatory obligations as a Category 1 responder.

How many people will be affected? **Potentially all staff and stakeholders, including patients and the public will be affected.**

#### Information and research:

- Outline the information and research that has informed the decision.
- Include sources and key findings.
- Include information on how the decision will affect people with different protected characteristics.

In developing the policy the following legislation, regulations and codes were taken into account:

- Civil Contingencies Act 2004.
- NHS Commissioning Board Core Standards for Emergency Preparedness Response & Recovery 2013
- Business Continuity, ISO22301 2012.
- Employment Rights Act 1996
- Health and Safety at Work Act 1974

Guidance was taken from:

- NHS England Emergency Preparedness Framework 2013.
- NHS England Business Continuity Management Framework 2013.
- British Standard PAS 2015

In addition, research was undertaken to determine best practice across the NHS through the NARU Business Continuity workgroup.

**Consultation and Involvement:**

- Has there been specific consultation on this decision?
- What were the results of the consultation?
- Did the consultation analysis reveal any difference in views across the protected characteristics?
- Can any conclusions be drawn from the analysis on how the decision will affect people with different protected characteristics?

Please give a summary below to describe who you consulted and involved in the EA, when and how. Please also list any existing guidance or documentation referred to.

Consultation on the draft policy has taken place and included the following groups:

- Trust Resilience Group
- Senior Clinical Operations Team
- OPGWG

The consultation identified no adverse impacts to protected groups.

<b>Is the decision relevant to the aims of the equality duty? Does it:</b>	<b>Yes/No</b>
1. Eliminate discrimination, harassment and victimisation?	Yes
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it?	Yes
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it?	Yes

**Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.**


When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

<b>Protected characteristic</b>	<b>Relevance to decision High/Medium/Low/None</b>	<b>Impact of decision Positive/Negative/Neutral</b>
Age	None	Neutral
Disability	None	Neutral
Gender reassignment	None	Neutral
Marriage and civil partnership*	None	Neutral

Pregnancy and maternity*	None	Neutral
Race	None	Neutral
Religion or belief	None	Neutral
Sex	None	Neutral
Sexual orientation	None	Neutral
<b>Human Rights</b>	<b>Relevance to decision</b> High/Medium/Low/None	<b>Impact of decision</b> Positive/Negative/Neutral
	Low	Neutral
* Only applies in terms of internal policies, for staff and HR functions.		

<b>Mitigating negative impact:</b>	<b>Yes/No</b>
Have any negative impacts been identified? If yes, an Equality Analysis Action Plan must be completed and attached to the EA Record. A template for the action plan is available in the Equality Analysis Guidance on the Trust's website.	No

<b>Conclusion:</b>
<ul style="list-style-type: none"> <li>Consider how due regard has been given had to the equality duty, from start to finish.</li> <li>There should be no unlawful discrimination arising from the decision.</li> <li>Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact.</li> </ul>
Due regard has been given to all of the protected characteristics during the development of and consultation on this Policy. No unlawful discrimination has been identified within the Policy
Once approved by the EA Checkpoint, this EA Record and, if appropriate, EA Action Plan must be attached to any Board, Committee or Working Group document relating to the decision.

<b>EA Approval</b>	
<b>EA checkpoint</b>	Aide Hogan Infection Control Lead
<b>Outcome / Decision</b>	No major change required
<b>Reason for decision</b>	The EA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.
<b>If approved:</b> I have reviewed this Equality Analysis and to the best of my knowledge it and the document it relates to are non-discriminatory and support the aims of the Equality Act 2010.	
<b>Signed:</b> 	<b>Date:</b> 19/04/2016