




## Impact Assessment Tool

This Tool has been developed to ensure that equalities, human rights, economic and social factors are being considered ahead of the implementation of any new or revised policies, plans, projects, practices or strategies. Please note for the purpose of this document these will be grouped together and simply referred to as ‘**activity**’.

Please begin by reviewing the following Screening Questions. This will enable you to decide whether an Impact Assessment is required.

<b>Step 1: Answer the following Screening Questions</b>			<b>YES</b>	<b>NO</b>
1. It is known or expected that the policy or service change will impact differently on different groups of people			Yes	
2. The policy or service change aims to address inequalities or specific requirements of equalities legislation			Yes	
3. The policy or service change has a major impact on the organisation in terms of scale or significance			Yes	
<b>IMPACT ASSESSMENT REQUIRED?</b> <i>YES to one or more of the above statements - continue with the Tool</i> <i>NO - proceed to Step 2</i>				
<b>Step 2: Further Screening Checks</b>				
<b>Who will be affected?</b>	<b>In what way?</b>	<b>Impact</b>	<b>IA required?</b>	
Patients, carers, public	Change to service: access, type, availability, outcomes	Major service change likely to impact on large numbers of people, or result in a major change to the services in place e.g. change criteria for access, significant change to location or timing	<b>YES</b>	
		Minor change – small numbers of people, small change to access	<b>NO</b> provided it is not expected that a particular group will be exclusively affected	
Staff	Changes to terms and conditions	All staff	<b>YES</b>	
		Small number of staff	<b>NO</b> provided it is not expected that a particular category of staff will be exclusively affected	
	Change of practice to implement policy	Any staff	<b>NO</b>	
<b>Screening Completed - IMPACT ASSESSMENT REQUIRED?</b> <b>YES</b> continue with the Tool by completing the General Information below <b>NO – END</b>				

General Information			
Name of activity	Staff Equality Networks		
Lead person and job title	Kerry Riddell		
Contact Information (telephone and/or email)	Kerry.riddell2@nhs.scot	Date of this assessment	28.02.22
Names and roles of those involved in the impact assessment process	Kerry Riddell Lynsey Fitzpatrick		
Describe the activity in no more than 200 words	<p><b>Aim:</b> Four Staff Equality Networks are established focusing on Ethnic Minority, LGBT+, Women and Disability</p> <p><b>Outcomes:</b> Staff with particular protected characteristics can -Be part of a community of support -Have a safe space to share experiences with other members -Be part of a collective voice to influence positive change across the organisation -Work with others to promote inclusion and challenge discrimination</p> <p><b>Outputs:</b> Four Networks are established</p> <p><b>Measures of success:</b> Four networks are established and functioning effectively Networks are inclusive and democratic Each networks has a clear set of aims and a plan to achieve them</p>		
How will <b>people</b> be affected by this activity?	<p>All staff will be affected by the networks. People with protected characteristic(s) that a network focuses on will have the opportunity to access the network. Some staff will not be able to access the networks, if they don't have the protected characteristic that the network focuses on.</p> <p>The networks have the potential to positively impact on the experience of people with specific protected characteristics. Those who join a network may feel better supported at work. The wider work of the networks to influence positive change has the potential to impact positively on people. The networks can potentially improve experiences for both staff and patients.</p> <p>The networks have the potential to achieve positive outcomes for staff members, for staff and patients from the wider communities they represent and for all those from minority or disempowered communities.</p> <p>Each Network will use a framework to agree aims and actions which facilitates equal power for members.</p> <p> NHS D&amp;G Staff networks framework</p>		
Who has been <b>involved</b> in the development of this activity and in what capacity?	Each Network will be established after consultation with a Steering Group of staff with relevant experience and interest in the Network.		
Please include any evidence or relevant information that has influenced the overall decision being considered within this impact assessment	<p>The decision to establish networks recognised the benefits to staff and the wider organisation and recommendations from Scottish Government</p> <p> Briefing Paper - Staff Networks2 (including  Letter to Health Boards - Action on m</p> <p>The development of the Networks was informed by online research into guidance for setting up Staff Networks, in particular:</p>		

	<p><a href="http://cipd.co.uk">A guide to establishing staff networks (cipd.co.uk)</a></p> <p><a href="http://www.gov.uk">How to set up an employee network - GOV.UK (www.gov.uk)</a></p> <p><a href="http://bitc.org.uk">Steps to start and run an Employee Network - Business in the Community (bitc.org.uk)</a></p> <p><a href="http://kent.ac.uk">Disabled employee networks a practical guide 2009 by Kate Nash.pdf (kent.ac.uk)</a></p> <p><a href="#">Setting up an LGBT employee network group   Stonewall</a></p> <p>Conversations with colleagues in other Boards where staff networks are already established (NHS Greater Glasgow &amp; Clyde and Tayside) also provided guidance.</p> <p>Equality Monitoring is planned as part of Membership registration.</p>
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**Impact Assessment Questions**

Please complete the table below and outline within the comments sections:

1. any evidence, relevant information or involvement that has influenced the decision on impact (this may also include demographic profiles, audits, research, health needs assessment, work based on national guidance, findings from engagement and consultation). Prompts are available on **page 4** to support discussion around potential impacts.
2. Mitigating measures that will be taken to ensure that no impact is negative

When assessing the impact on each protected characteristic, you should consider the following aims of the Public Sector Equality Duty:

- Does the proposed activity impact on the **elimination of discrimination**?
- Does the proposed activity contribute towards **advancing equality of opportunity** by removing or minimising disadvantages, meeting the needs of particular groups and encouraging participation in a particular activity?
- Does the proposed activity **foster good relations** between different groups?

Protected Characteristics/Impact Areas	What will the positive impacts be?	What will the negative impacts be?	What measures will be put into place to mitigate any negative impacts?
<b>Age</b>	People from the Ethnic Minority, Disability and LGBT+ communities and Women who feel that age plays a role in their experience (e.g. women in perimenopause) will have opportunities to share and build support with peers.	A network or networks for staff who are a particular age is not currently planned. Staff have no safe space to share experiences and influence change related to age	<p>Identify external research that informs knowledge of staff experience in relation to age.</p> <p>Gather data from workforce and Identify actions to mitigate negative experiences relating to age.</p> <p>Consider networks related to age <a href="#">Staff networks - NHS Digital</a>.</p> <p>Explored the potential for Youth Ambassadors to carry out this role. The Youth Ambassadors are not really about peer support. If an opportunity for a peer support network arises for young people being supported into employment eg Kickstart, ODL colleagues will connect with E&amp;D Team.</p>
<b>Disability</b>	<p>The Disability Network will provide opportunities for:</p> <ul style="list-style-type: none"> <li>Disabled people to have a safe space for sharing experiences and building a community of support.</li> <li>Disabled people to have a collective voice to promote inclusion and challenge discrimination and inequality across health and social care.</li> </ul>	<p>Disabled people may experience challenges accessing the network and network communications.</p> <p>Some disabled people may wish to participate but do not want to disclose their disability to colleagues</p> <p>Some disabled people may not find it easy to participate in the Network, due to the nature of their role</p>	<p>Consultation with members will ensure that the format of meetings and communications does not exclude anyone from participating in the network.</p> <p>Managing membership sensitively, including timing of meetings and formats for communications, will be key</p> <p>Mechanisms are in place to ensure that all staff have equal opportunity to access the network, whatever their role</p>
<b>Sex</b>	Whilst substantial progress has been made to reduce inequality between genders,	Some women, non-binary or gender non-conforming people may not find it easy	Mechanisms are in place to ensure that all staff have equal opportunity to access the network, whatever their role

	<p>women continue to experience inequality at a systemic and societal level. <a href="https://www.equalityhumanrights.com/equalityhumanrights.com">is-britain-fairer-findings-factsheet-men-and-women.pdf</a> (<a href="https://www.equalityhumanrights.com">equalityhumanrights.com</a>)</p> <p>The Women's Network will provide opportunities for:</p> <ul style="list-style-type: none"> <li>• Women to have a safe space for sharing experiences and building a community of support.</li> <li>• Women to have a collective voice to promote inclusion and challenge discrimination and inequality across health and social care.</li> </ul> <p>The LGBT+ Network will provide opportunities for</p> <ul style="list-style-type: none"> <li>• Non-binary and gender non-conforming people to have a safe space for sharing experiences and building a community of support.</li> <li>• Non-binary and gender non-conforming people to have a collective voice to promote inclusion and challenge discrimination and inequality across</li> </ul>	<p>to participate in the Network, due to the nature of their role,</p> <p>Some non-binary or gender non-conforming people may wish to participate in the LGBT+ Network, but do not want to disclose their identity to colleagues</p> <p>A network or networks for men is not currently planned. Men have no space to share experiences related to their gender identity</p>	<p>The Staff Networks are designed to provide opportunities for people experiencing <b>inequality</b> to support each other and work towards positive change.</p> <p>A men's wellbeing network could be considered <a href="#">Staff networks :: Pennine Care NHS Foundation Trust</a></p> <p>Men's network idea discussed with Workforce Director, Working Well Project Manager and colleague in DG Health &amp; Wellbeing. Agreed that health inequalities for men is best addressed at the moment through Working Well Plan.</p>
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	health and social care.		
<b>Gender reassignment and Transgender</b>	<p>The LGBT+ Network will provide opportunities for:</p> <ul style="list-style-type: none"> <li>• Transgender people to have a safe space for sharing experiences and building a community of support.</li> <li>• Transgender people to have a collective voice to promote inclusion and challenge discrimination and inequality across health and social care.</li> </ul>	<p>Some trans people may wish to participate but do not want to disclose their disability to colleagues</p> <p>Some trans people may not find it easy to participate in the Network, due to the nature of their role</p>	<p>Managing membership sensitively, including timing of meetings and formats for communications, will be key</p> <p>Mechanisms are in place to ensure that all staff have equal opportunity to access the network, whatever their role</p>
<b>Marriage and Civil Partnership</b>	No impact	No impact	
<b>Pregnancy and Maternity</b>	<p>The Women's Network, the LGBT+ Network, the Ethnic Minority Network and the Disability Network may provide opportunities for members to share specific experiences related to pregnancy and maternity and parenthood for members of the communities that the networks represent. These networks will provide opportunities to promote inclusion and challenge discrimination and inequality related to Pregnancy and Maternity where there is intersection with the protected</p>	<p>A network for people who are pregnant or in the first 12 months of parenthood is not currently planned</p>	<p>Ensure that the Staff Networks are aware of inequalities relating to Pregnancy and Maternity and can undertake relevant actions if members wish to do so:</p> <p><a href="http://www.gov.scot">Women's health plan - gov.scot (www.gov.scot)</a></p> <p>Consider establishing a network related to working parenthood or family and carers</p> <p><a href="#">Staff networks - NHS Digital</a></p> <p><a href="http://warwick.ac.uk">Working Parents Staff Network (warwick.ac.uk)</a></p>

	characteristics of sex, disability, transgender identity, race and sexual orientation.		
<b>Race</b>	<p>The Ethnic Minority Network will provide opportunities for:</p> <ul style="list-style-type: none"> <li>• People from Ethnic Minority communities to have a safe space for sharing experiences and building a community of support.</li> <li>• People from Ethnic Minority communities to have a collective voice to promote inclusion and challenge discrimination and inequality across health and social care.</li> </ul>	<p>Some people from Ethnic Minority Communities may not find it easy to participate in the Network, due to the nature of their role.</p>	<p>Mechanisms are in place to ensure that all staff have equal opportunity to access the network, whatever their role</p>
<b>Religion or belief</b>	<p>People from the Ethnic Minority, Disability and LGBT+ communities and Women who feel that religion or belief plays a role in their experience will have opportunities to share and build support with peers.</p>	<p>A network or networks for staff that focuses on religion or belief is not currently planned. Staff have no safe space to share experiences and influence change related to religion or belief</p>	<p>Consider a network related to faith and belief <a href="#">Staff networks - NHS Digital</a></p> <p>Explored this idea with Spiritual Care Lead. Concluded that there is no need for a network related to faith, belief and inequality. The Spiritual Care Committee comprises members of diverse faiths and regularly considers inclusive processes for workforce and patients.</p>
<b>Sexual orientation</b>	<p>The LGBT+ Network will provide opportunities for:</p> <ul style="list-style-type: none"> <li>• LGB+ people to have a safe space for sharing experiences and building a community of support.</li> <li>• LGB+ people to have a</li> </ul>	<p>Some LGB+ people may wish to participate but do not want to disclose their disability to colleagues</p> <p>Some LGB+ people may not find it easy to participate in the Network,</p>	<p>Managing membership sensitively, including timing of meetings and formats for communications, will be key</p> <p>Mechanisms are in place to ensure that all staff have equal opportunity to access the network, whatever their role</p>

	collective voice to promote inclusion and challenge discrimination and inequality across health and social care.	due to the nature of their role	
<b>Carers</b>	People from the Ethnic Minority, Disability and LGBT+ communities and Women who are carers will have opportunities to share and build support with peers.		An NHS Network for Carers is being set up as part of Carer Positive journey
<b>Human Rights</b>	The Staff Networks protect and promote individuals' rights and freedoms in relation the Human Rights Act 1998. They work in particular to uphold Articles 1: All human beings are free and equal 2: Everyone is entitled to rights without distinction of any kind 3: Everyone has the right to life, liberty and security of person 6: Everyone has the right to recognition everywhere as a person before the law. 7: All are entitled to equal protection against any discrimination	No impact	
<b>Health &amp; Wellbeing &amp; Health Inequalities</b>	The Staff Networks have the potential to play a role in maintaining and improving mental health and wellbeing, social interaction, participation and developing/achieving	No impact	We know that people from ethnic minority and LGBT+ communities, women and people who are disabled experience health inequalities. <a href="#">What are health inequalities? - Health inequalities - Public Health Scotland</a>



	<p>potential.</p> <p>The Staff Networks provide opportunities to mitigate and prevent health inequalities experienced both by members and the communities they come from,</p>		<p><a href="http://www.gov.scot">Women's health plan - gov.scot (www.gov.scot)</a></p>
<p><b>Economic &amp; Social Sustainability</b></p>	<p>The Ethnic Minority and Women's Networks may provide opportunities for members to learn and develop skills. They may have a positive impact on pay gaps related to gender and ethnicity. They may contribute to cultural change leading to better career progression and representation at senior level.</p> <p>There is potential for the activity of the Staff Networks to make a longer term contribution to a more effective recruitment and retention of staff from LGBT+ and ethnic minority communities, women and disabled people</p>	<p>No impact</p>	<p>Ensure that the Staff Networks are aware of inequalities relating to ethnicity and gender and can undertake relevant actions if members wish to do so:</p> <p><a href="https://www.kingsfund.org.uk/publications/workforce-race-inequalities-inclusion-nhs">https://www.kingsfund.org.uk/publications/workforce-race-inequalities-inclusion-nhs</a></p>
<p><b>Staff</b></p>	<p>The Staff Networks will have a positive impact on all members providing them with:</p> <ul style="list-style-type: none"> <li>• a safe space for sharing experiences and building a community of support.</li> <li>• a collective voice to promote inclusion and challenge discrimination</li> </ul>	<p>No impact</p>	

	<p>and inequality across health and social care.</p> <p>The Networks will have a positive impact on the wider workforce by influencing positive culture change.</p>		
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Where any potentially negative impacts are identified on page 2 of this document, **the mitigating/follow up actions must be fully documented.**

Does the activity have the possibility to support or detract from our efforts to promote the inclusion of people from under-represented groups?	The Networks support our efforts to promote inclusion of the groups for which we have identified networks. These will provide a collective voice for staff with these protected characteristics and a safe space to build peer relationships/support networks.	
Does this activity require consideration of the <a href="#">Fairer Scotland Duty</a> ? If yes, please outline the steps taken to meet the needs of the duty.	<b>No</b>	
Please indicate how are you ensuring the information about the activity and around the proposed changes is accessible in terms of communication in the following formats:	Easy Read	Members are asked if they need any reasonable adjustments in order to participate
	British Sign Language	
	Alternative Languages	
	Large Print	
	Other (please specify)	
How will you monitor the ongoing impact of the activity on protected characteristic groups?	We will carry out equality monitoring at the most appropriate point for each of the networks. Sometimes this may not be as soon as someone joins. This will enable us maintain 'safe' spaces, allowing us to build confidence before asking for this information.	
Please outline next steps	Once networks have been established, Office Bearers/members will be invited to input into the EQIA process as appropriate.	

When complete, the lead person should send a copy of the Impact Assessment Tool to the Equality and Diversity Lead by emailing it to – [dg.odl@nhs.scot](mailto:dg.odl@nhs.scot). The impact assessment will then be published on the NHS Dumfries and Galloway public website at [www.nhsdq.co.uk](http://www.nhsdq.co.uk)

**Please note** that this is a legal document stating that you have fully considered the impact on the protected characteristics and is open to scrutiny by service users/external partners/Equality and Human Rights Commission.