

Equality Impact Assessment Tool

This Tool has been developed to ensure that equalities, human rights, economic, social factors and the Armed Forces Covenant Duty are being considered ahead of the implementation of any new or revised policies, provisions, criteria, functions, practices and activities, including the delivery of services. Please note for the purpose of this document these will be grouped together and simply referred to as ‘**activity**’.

General Information			
Name of activity	eRostering implementation		
Lead person and job title	Ryan Stewart – eRostering Project Manager		
Contact Information (<i>telephone and/or email</i>)	ryan.stewart1@nhs.scot	Date of this assessment	29/01/2024
Names and roles of those involved in the impact assessment process	Chris Maxwell – eRostering Project Support Manager		
Describe the activity in no more than 200 words	<p>The eRostering project looks to implement cloud-based systems which will support teams to create, update and maintain rota by adding a level of automation to the rota creation process. It is hoped by creating rotas in this way; time is saved, areas for improvement can be identified, and appropriate approvals can be put in place.</p> <p>All staff will access these rotas via a mobile based app called Loop. In Loop staff will be able to view rotas, communicate with staff, manage leave and pick up bank shifts.</p> <p>In addition, the SafeCare module will be introduced to allow teams to carry out real-time assessments of staff, allowing risks to be raised. This will ensure compliance with the Health and Care Staffing Act. In doing so we hope to ensure we have appropriately skills staff, in the right place, at the right time to deliver the best possible care.</p> <p>It is important to consider when reviewing this EQIA that this has been carried out in lieu of a national impact assessment which should have been in place as this is part of a national project.</p>		
How will people be affected by this activity?	<p>This project will impact upon all staff within NHS Dumfries and Galloway, to understand the direct impacts it is helpful to break staff into 4 distinct groups:</p> <ul style="list-style-type: none"> - Managers: these are staff who will be expected to; approve a rota(s), manage leave(s) and ensure compliance with policy - Rota creators/maintainers: these are staff who will be expected to create/maintain rotas using the new system. This should be done with guidance and support from the team manager - SafeCare updaters: these staff will be expected to update SafeCare with staffing information, applying their professional judgement to assess the staffing of a team vs the workload on a shift-by-shift basis - End users: all staff within NHS Dumfries and Galloway fall into this group as this system will be used to view personal/team rotas and to manage leave 		
Who has been involved in the development of this activity and in what capacity?	This impact assessment has been carried out by the project team no external support has been sought whilst completing.		
Please include any evidence or relevant information that has influenced the overall decision being considered within this impact assessment			
Impact Assessment Questions			
<p>Please complete the table below and outline within the comments sections:</p> <ol style="list-style-type: none"> 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	Are there any positive impacts?	Are there any negative impacts?	Rationale for decision and further comments	What measures will be put into place to mitigate any negative impacts?
Age	No	No		No negative impacts identified.
Disability	Yes	Yes	<p>The system is configured with flexible working agreements which get populated into rotas before all other shifts are allocated, this should help staff living with a disability to remain at work whilst working a pattern which is suitable for their individual needs. In addition to this the Loop system is app based and compatible with screen reader software, also an individual's phone accessibility setting can help to use the app.</p> <p>However, if an individual's disability impacts upon their ability to use a mobile phone they will not be able to use the Loop app.</p>	In instances where individuals cannot use the Loop app staff are given access to Loop on the web which can be accessed on a Laptop or PC, this does not require connection to the secure network. If staff are not able to use a laptop or PC managers are asked to put in place arrangements for staff to be given their rotas in a format that is suitable for them and to ensure processes are in place for them to request leave.
Sex	No	No	Gender is not recorded in the system.	No negative impacts identified.
Gender reassignment and Transgender	No	No	No impacts identified.	No negative impacts identified.
Marriage and Civil Partnership	No	Yes	System username is automatically generated and uses a member of staffs surname, this may cause distress if a staff member get divorced and changes surname however, username will remain the same	Raise idea with the supplier to allow us to change a username as required.
Pregnancy and Maternity	Yes	No	A link to all NHS Dumfries and Galloway Policies is available to staff to access in the app, this link doesn't require access to a secure NHS network so staff who are on maternity leave will be able to access when not at work.	No negative impacts identified.
Race	No	No	Race is not recorded on the system.	No negative impacts identified.
Religion or belief	Yes	No	The Loop app allows staff to manage duty requests, these requests can be used alongside annual leave to support staff to ensure their work fits around religious holidays.	No negative impacts identified.
Sexual orientation	No	No	Sexual orientation is not recorded on the system	No negative impacts identified.

Carers	Yes	No	The Loop app allows staff to manage duty requests, these requests can be used alongside annual leave to support staff to ensure their work fits around varying requirements. This can then also be supplemented by flexible working patterns that the system will populate prior to assigning other shifts. The system will monitor compliance with the local rostering policy which helps to ensure that staff are given advanced notice of shifts (6-10 weeks).	No negative impacts identified.
Human Rights	No	No		No negative impacts identified.
Health, Wellbeing & Health Inequalities	Yes	No	By using the system, we can assess if our utilisation of staff is as efficient as possible, where this is not the case we can support staff with rota creation. This helps to ensure we have the right staff, in the right place at the right time to deliver the best possible care.	No negative impacts identified.
Economic & Social Sustainability	No	Yes	It is possible that staff due to their economic situation do not have access to a smartphone which is required to download the Loop app. This would mean they are missing out on the system notifications which this provides.	In instances where individuals cannot use the Loop app staff are given access to Loop on the web which can be accessed on a Laptop or PC, this does not require connection to the secure network.
Staff	Yes	No	The system gives the organisation a fully reportable overview of staff rotas, this means where staff feel they are being unfairly treated managers will have access to review this and put plans in place to ensure their rotas are safe, fair and efficient.	No negative impacts identified.
Environmental	Yes	No	Working with the new system will remove the need to printed paper off duties which will have a positive environmental impact.	No negative impacts identified.
Armed Forces Personnel and Veterans	No	No	Veteran status not recorded in the system.	No negative impacts identified.

Where any potentially negative impacts are identified on page 2, the mitigating/follow up actions must be fully documented in the table.	
Does the activity have the possibility to support or detract from our efforts to promote the inclusion of people from under-represented groups?	Yes, this project helps to ensure we are utilising our staff as efficiently as possible whilst accommodating flexible working agreements. Ensuring compliance with the Health and Care Staffing act helps to ensure we have the right people with the right skills in the right place at the right time to deliver the right care.
Does this activity require consideration of the Fairer Scotland Duty ? If yes, please outline the steps taken to meet the needs of the duty.	N/A
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, where relevant:	Easy Read
	British Sign Language
	Alternative Languages
	Large Print
	Other (please specify)
How will you monitor the ongoing impact of the activity on protected characteristic groups?	Due to the resourcing of the project team it is not possible to monitor the impact on the project upon protected groups.
Please outline next steps	No next steps identified.

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.cbsteam@nhs.scot. The impact assessment will then be published on the NHS Dumfries and Galloway public website at www.nhsdg.co.uk

Please take 5 minutes to share your experience of completing this Impact Assessment by completing [this short survey](#)

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.