

Full equalities impact assessment

Directorate: Performance/Provider Services

Service: IT Services/Provider Services

Piece of work being assessed: IT Services Data Quality Plan: Training and Access to Guidance/Procedure notes

Aims

The plan aims to set out the method by which IT Services support the Use of Resources targets (formally ALE) for Data Quality. Specifically these are:

5.3.6 Key staff involved in data collection and data entry have received relevant training on systems and coding and have access to guidance and support to ensure data accuracy.

5.3.13 All staff involved in data collection, data entry and management are trained. Procedure notes are available covering latest updates and changes to processes. Reviews of data entry show high levels of accuracy and adherence to policies.

5.3.19 There is a training programme for existing staff to ensure latest changes in procedures and guidance are disseminated and acted upon in a timely manner. All procedure notes are regularly reviewed and staff receive timely updates on any changes.

Name of lead person: Tim Ogden

Other partners/stakeholders involved: Provider Services, Equality & Diversity Lead

Reviewed By: Ruth Brown, Sajida Bashir

Date of assessment: 28/7/08

Single Equality Scheme strand	Baseline data and research – What is available? What does it show? Are there any gaps? Use both quantitative and qualitative research and user data Include consultation with users if available	Is there likely to be a differential impact? If 'yes', is that impact direct or indirect discrimination?
Gender	Part Time members of staff are more likely to be female. Part time staff are more likely to be able to attend training that does not take all day (sessions of no more than 3 hours). Times that parents may need to pick up children from school and school holidays should also be considered.	Yes/Indirect
Race	Historically BME staff can be missed out from training for different reasons.	Yes/Indirect
Disability	<ul style="list-style-type: none"> • Staff with physical and sensory disabilities may have difficulties in accessing training venues. • Training course may not be accessible by people with disabilities due to the format. • Procedure notes may be difficult to access for people with certain disabilities (e.g. visual impairment, dyslexia) 	Yes/Indirect Yes/Indirect Yes/Indirect
Sexual orientation	Use of images	Yes/Indirect
Age	There may be different training needs for staff from different age groups	Yes/Indirect
Religion/belief	Training courses may fall on non working days for certain religions	Yes/Indirect

Equalities Impact Assessment Action Plan

Strand	Issue	Action required	How will you measure the impact/outcome?	Timescale	Lead
Gender	Training to be accessible by both Part time and full time staff	<p>Ensure that training is available at times that are suitable for part time as well as full time staff.</p> <p>Arrange some sessions that avoid school holidays and times where parents need to pick up children from school.</p>	All identified staff are able to access training	By the start of training (TBC)	Project Manager, Heads of Service
Race	Historically BME Staff have been missed out from training for different reasons	<p>Ensure that training sessions are available that avoid religious celebrations and days e.g. Fridays (also applicable to Religion/Belief).</p> <p>Make sure that all staff are engaged and able to attend.</p> <p>Staff will be sent a pre-training assessment form</p>	All identified staff are able to access training	By the start of training (TBC)	Project Manager, Heads of Service
Religion/Belief	Training to be available outside of religious non working days	<p>Training would be held during normal working hours for staff i.e. within their normal work pattern. Where someone is unable to attend training, an alternative date would be offered.</p> <p>Staff will be sent a pre-training</p>	All identified staff are able to access training	By the start of training (TBC)	Project Manager, Heads of Service

		assessment form Ensure that some training sessions are at times that avoid prayer times.			
Disability	Training venues to be accessible to staff with special needs	Ensure that any special needs around training are captured and provisions made to mitigate them. Staff will be sent a pre-training assessment form.	All identified staff are able to access training	By the start of training (TBC)	Project Manager, Heads of Service
Disability	Course content takes account of any special needs identified	Ensure that the format of the training course takes account of any special needs identified. Staff will be sent a pre-training assessment form	All identified staff are able to access training	By the start of training (TBC)	Project Manager, Heads of Service
Sexual Orientation, Race, Disability	Use of images	Ensure that any images do not just reflect heterosexual relationships, similarly address BME, disabled and other minorities.	Images equally reflect minorities	By the start of training (TBC)	Project Manager, Heads of Service
Age	Training needs for all age groups are considered	A training needs assessment should be undertaken to ensure that each individuals specific training needs are identified. Training plan should recognise different experiences (younger and older) that need recognising.	All identified staff are able to access training	By the start of training (TBC)	Project Manager, Heads of Service
Disability	Procedure Notes in a format	Identify if any staff will have	All identified staff are able	Oct 08	Heads of

	<p>that is accessible to all staff</p>	<p>problems accessing procedure notes on:</p> <ul style="list-style-type: none"> • Shared drives • Paper • Intranet • Clinical System <p>Use of web technology to promote equality and support for disabled people, in that the reference materials to be published on the intranet will be:</p> <ul style="list-style-type: none"> - In a “house style” that has been designed to take into account, as far as reasonably possible, considerations of DDA. The house style, layout, font etc has also been evaluated for ease of use with a small sample of end users from the PCT and Sheffield Care Trust. - Electronic format so are more easily able to be adjusted in size, appearance, viewed on a larger screen etc to meet particular needs of individuals. - For individuals unable to access easily or appropriately an electronic format or on screen it will still be possible for the information to be printed and viewed in paper format 	<p>to access procedure notes</p>	<p>Service, Project Manager</p>
--	--	---	----------------------------------	---

