

## EQUALITY AND DIVERSITY RAPID IMPACT ASSESSMENT REPORT

*The master copy of this report is held by the NHS QIS Equality and Diversity Officer*

<b>EQIA SUMMARY</b>		
Name of Product	<b>Clinical Governance and Risk Management Evaluation Report – August 2007</b>	<b>This is a:</b> Product
Owning Unit/Directorate:	<b>Performance Assessment Unit</b>	
Names / job titles of assessors	<b>Lead:</b> Project Officer, Performance Assessment Senior Project Officer, Performance Assessment Team Manager, Performance Assessment	Date(s) of assessment: <b>Start: 01/08/07</b> <b>Finish: 02/10/07</b>
EQIA results	<b>Adverse impacts: NO</b>  <b>If adverse, indicate level of significance: Low</b>	<b>Positive impacts: YES</b>
Recommended Action	<b>Issue / continue using this Product:</b> Yes <b>Withdraw the Product from use:</b> No <b>Undertake a full equality and diversity impact assessment:</b> No	<b>Review date of Product:</b> N/A <b>Revision date of Product:</b> N/A <b>FIA planned completion date:</b> N/A
Agreed by Head of Unit	<b>Name: Anne Hanley</b>	<b>Date: 14 August 2007</b>

## EQIA SUMMARY

### Summary of positive impacts and affected groups:

There is a low positive impact on all the equality target groups because the product is designed to evaluate the effectiveness, efficiency and sustainability of the clinical governance and risk management peer review process and make recommendations to NHS Quality Improvement Scotland (NHS QIS) as to possible ways forward for future reviews.

### Summary of adverse impacts and affected groups:

There is a low adverse impact on all the equality target groups because the product is designed to evaluate the effectiveness, efficiency and sustainability of the clinical governance and risk management peer review process and make recommendation to NHS QIS as to possible ways forward for future reviews.

### Summary of consultation undertaken:

Consultation was undertaken with NHS professional staff, members of the public, NHS QIS staff and the independent analysis team who were involved in the performance assessment review of the standards for clinical governance and risk management. A series of structured, face to face interviews were undertaken, using a detailed questionnaire, with key stakeholders. The information from these interviews has been used to produce this product.

### Additional information and evidence required:

None.

### Recommendations:

Publish this product and disseminate to NHS staff, NHS QIS Staff, including independent analysts, and the public in a range of accessible formats. Examine possibility of implementing any recommendations identified in the evaluation report.

### Give reasons to explain why a full EQIA has not been recommended:

There are low positive and no negative impacts on equality target groups.

Completed by Lead Assessor	<b>Name: Angela Balharrie</b>	<b>Date: 1 August 2007</b>
----------------------------	-------------------------------	----------------------------

*If you would like a copy of the impact assessment report or prefer to read the report in an alternative format, please contact the Public Involvement Unit*

*Phone: 0131 623 4300      Textphone: 0131 623 4383*

<b>SECTION ONE: AIMS OF THE POLICY/FUNCTION/PRODUCT</b>	
<b>1.1 Is this a new or existing Product?</b>	Existing product
<b>1.2 What is the aim or purpose of the Product?</b>	To evaluate the effectiveness, efficiency and sustainability of the clinical governance and risk management peer review process and make recommendations as to possible ways forward for future reviews.
<b>1.3 Who is this Product intended to benefit or affect? In what way? Who are the stakeholders? Who is excluded from the benefits / provisions of the Product?</b>	<p>The principal stakeholders are NHS QIS staff, NHS professional staff and public partners who were involved in the recent peer review of the standards for clinical governance and risk management and who will also be involved in future reviews.</p> <p>The report is also available within the public domain and as such has been written and produced in an easy to read format though this stakeholder group will not be directly affected by the outcomes of this report.</p> <p>The evaluation report is reporting on the effectiveness, efficiency and sustainability of the review of clinical governance and risk management arrangements in place within NHS Boards in NHS Scotland and makes recommendations as to possible ways forward for future reviews. It is intended that the evaluation report will inform the future development of the NHS QIS review process.</p>
<b>1.4 How have these people been involved in the development of this Product?</b>	A range of NHS professional staff, NHS QIS staff and public partners who participated in the review of the standards for clinical governance and risk management were interviewed using a structured questionnaire to gain their views on the process. The information gathered from the interview process was used to populate the evaluation report.

<p><b>1.5 What outcomes are intended from this Product?</b></p> <p>The evaluation report will provide recommendations to NHS QIS staff as to possible ways forward for future reviews.</p>
<p><b>1.6 What resource implications are linked to this Product?</b></p> <p><b>For NHS QIS</b>  Financial and human resources required in the production and publication of this product including the cost of commissioning an external management consultant to carry out the interviews and write the report.  Information resources are required to ensure that the report is disseminated to the targeted audience and is made available to the public in a range of formats  .</p>
<p><i>For new policies/functions/products only:</i></p>
<p><b>1.7 What research or consultation has been done? N/A</b></p>
<p><b>1.8 What stage is the Product at? N/A</b></p>
<p><b>1.9 What is the target date for completion? N/A</b></p>

<b>SECTION TWO: EXAMINATION OF AVAILABLE DATA</b>	
<i>Data could include: consultations, surveys, databases, focus groups, in-depth interviews, pilot projects, reviews of complaints made, user feedback, academic or professional publications, reports etc)</i>	
<b>2.1 Name any experts or relevant groups / bodies you should approach (or have approached) to explore their views on the issues.</b>	NHSScotland professional staff (executive team members, clinicians, risk managers, clinical governance and clinical effectiveness staff) Members of the NHS QIS public partner network who represent the public interest NHS QIS Clinical Governance and Risk Management Project Team staff (including independent analysts)
<b>2.2 What do we know from existing in-house quantitative and qualitative data, research, consultations, focus groups and analysis?</b>	It is important to gain the views of a wide range of stakeholders in the development of review methodologies and the processes which support these. Externally commissioned evaluation produces a more robust, unbiased evaluation report. Therefore, an independent consultant has been commissioned to undertake this evaluation and has been involved in the production of the evaluation specification. The function of performance assessment has been equality and diversity impact assessed and this report is available on our website.
<b>2.3 What do we know from existing external quantitative and qualitative data, research, consultations, focus groups and analysis?</b>	The recommendations from the external evaluation of the processed development for the interim review of the standards for clinical governance and risk management have been implemented for this cycle of performance assessment reviews. Consultation exercises should be in line with Informing, Engaging and Consulting the Public in Developing Health and Community Care Policies and Services (2005) <a href="http://www.scotland.gov.uk">http://www.scotland.gov.uk</a> . This guidance is based on the principles of Patient Focus and Public Involvement, Partnership for Care: Scotland's Health White Paper and Fair for All and supports NHS Boards in meeting their legal duty to involve the public in the planning and development of services.
<b>2.4 What gaps in knowledge are there?</b>	NHS QIS is continually looking to broaden its range of knowledge and undertakes evaluation in order to continue to improve performance assessment methodologies
<b>2.5 Describe any actual or potential difficulties of accessing or complying with the Product.</b>	There are no difficulties for equality groups in relation to this product. There may be resource implications for NHS QIS with respect to finance and human resources in implementing the recommendations from this report.

**SECTION THREE: IMPACT ASSESSMENT**

- 3 **Complete the following table, giving reasons or comments where:**
- a) The Product could have a positive impact by contributing to the general duty by –**
- eliminating unlawful discrimination
  - promoting equal opportunities
  - promoting relations within the equality group
  - taking account of disabilities
- b) The Product could have an adverse impact by disadvantaging any of the equality groups. Particular attention should be given to unlawful direct and indirect discrimination.**

Equality target groups	Positive impact		Adverse impact			Reason or comment for impact rating:
	Low	High	Low	High	Illegal	
<b>Male / female</b>	x					<ul style="list-style-type: none"> <li>• No specific groups of people will be disadvantaged by the production of this report. The principal audience for this report is NHS professional staff though it is recognised that the report is accessible to the public. The report is made available in a range of formats, in hard and electronic format and on request, is provided in a range of languages.</li> </ul>
<b>Minority ethnic groups inc gypsy travellers, refugees &amp; asylum seekers</b>	x					
<b>Religious or faith groups</b>	x					
<b>Children &amp; young people</b>	x					
<b>Older people</b>	x					
<b>People with disabilities (physical or learning)</b>	x					
<b>Lesbians</b>	x					
<b>Gay men</b>	x					
<b>Bisexuals</b>	x					
<b>Transgender/transsexual</b>	x					
<b>Cross-cutting issues:</b>						
<b>Homeless people</b>	x					<ul style="list-style-type: none"> <li>• No specific groups of people will be disadvantaged by the production of this report. The principal audience for this report is NHS professional staff though it is recognised that the report is accessible to the public. The report is made available in a range of formats, in hard and electronic format and on request, is provided in a range of languages.</li> </ul>
<b>People with mental health issues</b>	x					
<b>Offenders</b>	x					
<b>People in poverty</b>	x					
<b>Married and unmarried people</b>	x					
<b>People with language or social origin issues</b>	x					

<b>SECTION FOUR: IMPACT ASSESSMENT SIGN-OFF</b>		
4.1	Have any adverse impacts been identified on any equality groups which are both highly significant and illegal?	<b>No</b>
4.2	Has a full equality and diversity impact assessment been recommended?	<b>No</b>
4.3	Are you satisfied that the conclusions of the impact assessment are accurate and correct?	<b>Yes</b>
Agreed by Head of Unit	<b>Name: Anne Hanley</b>	<b>Date: 2 November 2007</b>
QA Approved	<b>Name: Jeniffer Kibagendi</b>	<b>Date: 31 October 2007</b>

<b>SECTION FIVE: NOTES FOR POLICY/FUNCTION/PRODUCT REVIEW</b>	
Issue	Note actions which could: <ul style="list-style-type: none"><li>• minimise or remove any adverse impacts</li><li>• increase the positive impacts</li></ul>
5.1	
5.2	
5.3	
5.4	
5.5	