

EQUALITY IMPACT ASSESSMENT

STAGE 1

Ensure that: discrimination is eliminated; equality of opportunity is promoted and good race relations are promoted.

POLICY NAME: Business Continuity and Contingency Planning
Date written: October 2008
Date policy assessed: 10th November 2008
Lead person responsible for policy: David Smith (Acting Emergency Planning Officer)
Person responsible for assessment: Jane Piper (Health & Safety Advisor)
Date for review: October 2010

	Comment	Any adverse impact or potential to discriminate on grounds of:					
		Race	Disability	Age	Religion	Gender	Sexuality
<p>1. Identify the main aims of the policy</p> <p>Who are the beneficiaries of the policy?</p> <p>Prompts:</p> <p>1.1 What is the purpose of the policy?</p> <p>1.2 What are you trying to achieve through the policy?</p>	<p>To enable the Trust to react to untoward events in a coordinated manner. Whilst business continuity and major incident planning are usually separate process, a major incident may trigger a business continuity issue.</p> <p>The aim is to ensure that all reasonable steps have been taken in the event of service interruption, so that the Trust can maintain essential services and restore normal business as soon as possible.</p> <p>The aim is also to provide a framework to support the Trust's commitment to ensure that all Directorates/Services within the Trust have comprehensive Service Continuity Plans (SCP)</p> <p>The policy and associated procedures and action cards applies to all Trust staff including those managed by a third party</p>	X	X	X	X	X	X

1.3 Is responsibility shared with another department? Explain.						
1.4 Have you involved partners and stakeholders in the policy development and assessment?						
2. Collect information	Comment	Potential for discrimination?				
		Race	Disability	Age	Religion	Gender
Prompts: 2.1 Have you current reliable information about the different groups the proposed policy is likely to affect? Speak to stakeholders.	The proposed policy is not likely to affect any of the different groups	X	X	X	X	X
Prompts:	2.2. Is more information required? If so how are you going to gather it? If there is insufficient information – you may have to make a judgement this time and ensure more information / indicators are collected for the next review.					
2.3 Consider – when relevant: PALS Analysis of Complaints Risk management Demographic data Recent research findings Studies of deprivation Recent surveys Equality monitoring data Qualitative information from all stakeholders including the public. Any comparisons with similar policies? Recommendations of inspection or audit reports.						

	Comment	Discrimination? Unequal access?					
		Race	Disability	Age	Religion	Gender	Sexuality
3. Decide if the policy is relevant to the duty to promote good relations between racial groups; to eliminate discrimination on grounds of race, disability, age, religion, sexuality or gender; to promote equality of opportunity; to promote equality of access.	The Civil Contingencies Act 2004 has legislated that all category 1 responders must have a comprehensive Business Continuity Management Plan in place. Thus ensuring that Cat 1 responders can continue to exercise their functions in the event of an emergency so far as is reasonably practicable	X	X	X	X	X	X
Prompts:							
3.1 Could the consequences differ according to a racial group or disability because a group or persons have a particular need or belief?							
3.2 Is there any reason to believe that people could be affected differently by the policy – according to racial group/ disability / age/gender/religion/ sexuality? (e.g. access to services or the ability to take advantage of proposed opportunities)							
3.3 Could the policy discriminate unlawfully, directly or indirectly against people from some racial groups /people with a disability/ on account of age, gender, religion or sexuality?							
3.4 Is there any evidence that some people may have different expectations of the policy? For example: different racial groups/ people with a disability/ people with different religious beliefs or on grounds of age, gender or sexuality.							
3.5 Is the policy likely to affect relations between certain groups? (e.g. favouring one racial group)							
3.6 Is the policy likely to damage relations between any particular groups?							

IF YOU HAVE ANSWERED YES TO ANY QUESTION, PROGRESS TO STAGE 2.