EQUALITY IMPACT ASSESSMENT

Business Division/Directorate:
Finance Division

Name of Service/Title of Policy or Strategy, Name of Event:
Mobile Phone Policy

Equality Impact Assessment Undertaken by:
Kelly Millward – Deputy Procurement and Purchase Ledger Manager

Questions

1. What are the main aims and purposes of the Service?

The aim of this policy is to provide guidance to all staff on appropriate use and management of mobile phones whilst at work and/or on Trust premises while protecting the safety, privacy and dignity of patients, carers, visitors, and staff in line with guidance from the Department of Health.

This policy applies to all Trust employees, agency workers, students and volunteers whilst on placement at the Trust that use a mobile phone either personal or paid for by the Trust.

This policy does not cover the use of mobile phones by patients or service users,

This policy is based on the following guiding principles:
- The use of a mobile phone is reasonable, appropriate, lawful and in accordance with Trust requirements;
- Staff are aware and comply with this policy;
- Mobile phones are provided by the Trust are owned by the Trust; and individuals are responsible for the care and security of any mobile phone issued to them.

2. Who is involved in delivering the service? (i.e., partnerships, stakeholders or agencies)

Board of Directors
Directors / Assistant Directors
Line Managers
All Staff

3. What information / data or experience can you draw on to provide an indication of the potential inclusive / exclusive results of delivering this service or event / implementing the policy or strategy to different groups of people and the different needs of people with protected characteristics in relation to this service?

Criminal Justice and Immigration Act 2008
Data Protection Act 1998 (DPA)
Data Protection Policy – Information Governance Policies Section
Policy for Consent to Examination or Treatment – Clinical Policies Section
Please use the following table to indicate the impact for the policy for the protected characteristics

<table>
<thead>
<tr>
<th>Protected Characteristics</th>
<th>Positive Impact</th>
<th>Negative Impact</th>
<th>Reasons for Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>✗</td>
<td></td>
<td>This policy is consistent in its approach regardless of age.</td>
</tr>
<tr>
<td>Disability</td>
<td>✗</td>
<td></td>
<td>The policy is consistent in its approach regardless of disability.</td>
</tr>
<tr>
<td>Gender reassignment</td>
<td>✗</td>
<td></td>
<td>The policy is consistent in its approach regardless of gender reassignment.</td>
</tr>
<tr>
<td>Marriage and civil partnership</td>
<td>✗</td>
<td></td>
<td>The policy is consistent in its approach regardless of marital / civil partnership status.</td>
</tr>
<tr>
<td>Pregnancy and maternity</td>
<td>✗</td>
<td></td>
<td>The policy is consistent in its approach regardless of being pregnant or being on maternity leave. Where staff are on maternity leave, they should ensure that the mobile phone / device is returned to their line manager through the most appropriate means, ensuring a Return Form (Appendix E) is completed and sent to The Head of Procurement and Purchase Ledger</td>
</tr>
<tr>
<td>Race</td>
<td>✗</td>
<td></td>
<td>The policy is consistent in its approach regardless of race.</td>
</tr>
<tr>
<td>Religion or belief</td>
<td>✗</td>
<td></td>
<td>The policy is consistent in its approach regardless of religion on belief.</td>
</tr>
<tr>
<td>Sex</td>
<td>✗</td>
<td></td>
<td>The policy is consistent in its approach regardless of sex.</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>✗</td>
<td></td>
<td>The policy is consistent in its approach regardless of sexual orientation.</td>
</tr>
<tr>
<td>Disadvantaged groups</td>
<td>✗</td>
<td></td>
<td>The policy is consistent in its approach regardless of social status / Health inequalities</td>
</tr>
</tbody>
</table>

4. What positive impacts are there for this service to better meet the needs of people with protected characteristics?

The positive impacts for this policy are that it has been developed to provide a clear process and policy framework to the Trust to highlight the support available to employees and managers on the correct use of personal and trust issued mobile devices.
Staff undertaking escort duties / outreach clinics or lone workers are required to carry the ward their allocated Trust mobile phone with them as part of their personal security arrangements. The ward/clinic will be able to contact the member of staff should an emergency situation arise.

5. **What action would be needed to ensure the service overcomes:**
   - Discriminatory negative impacts
   - Exclusion
   - Failure to meet the needs of people from across the protected characteristics and opportunities for promoting equality and inclusion are maximised.


6. **Recommended steps to avoid discrimination and ensure opportunities for promoting equality and inclusion are maximised.** Include:

<table>
<thead>
<tr>
<th>Options for action</th>
<th>Explanation if no further action is required</th>
<th>Lead responsible for overseeing actions</th>
<th>Timescales</th>
<th>Costs (where applicable)</th>
</tr>
</thead>
</table>

7. **Monitoring and reporting arrangements of EIA, for policies and strategies refer to section 7 of the Policy for the Development and Management of Procedural Documents.**

   **For services / events please include the following:**
   - How the equality impact of the service will be monitored
   - Frequency of monitoring
   - How the monitoring results will be used and where they will be published;
   - Who will be responsible for reviewing monitoring results and initiating further action where required
   - Any changes that have been made to remove or reduce any negative impacts as a result of conducting the equality impact assessment?
   - Any action points should be included in Business Division / Corporate action plans, with monitoring and review processes.

<table>
<thead>
<tr>
<th>Area for Monitoring</th>
<th>How</th>
<th>Who by</th>
<th>Reported to</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring of Trust Mobile Phone Purchase</td>
<td>Report on the number of phones issued</td>
<td>Head of Procurement and Purchase</td>
<td>Finance Infrastructure and Business</td>
<td>Annually</td>
</tr>
<tr>
<td>Register and returned, total cost of mobile phone across the Trust and any issues of misuse</td>
<td>Ledger</td>
<td>Development Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring of employee mobile phone usage</td>
<td>Undertaking random checks on phone usage</td>
<td>Line Managers</td>
<td>Head of Procurement and Purchase Ledger Director / Assistant Directors</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Reports of loss of misuse of Trust Mobile Phones</td>
<td>IR1 Incident Reporting</td>
<td>Head of Health, Safety and Security</td>
<td>Risk Management Group</td>
<td>Annually</td>
</tr>
</tbody>
</table>

**Is further work / consultation required? If yes, please explain how this is to be carried out and the time frame for completion.**

Yes [ ] No [x]

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The Equality Impact Assessment will be reviewed in line with changes to services, client or staff groups, legislation or policy review.

**Name:**

Kelly Millward

**Designation:**

Head of Procurement and Purchase Ledger and Policy and Standards Officer

**Signature:**

Kelly Millward

**Date:**

2 November 2016