

EQUALITY IMPACT ASSESSMENT

Business Division/Directorate:

Finance Division

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

Mobile Phone Policy

Service:

Policy:

Event:

Strategy:

Equality Impact Assessment Undertaken by:

Kelly Millward –Deputy Procurement and Purchase Ledger Manager

Date undertaken:

2.11.2016

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?

Department of Health. Using mobile phones in NHS Hospitals. January 2009.

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

Informatics Security Policy – IM&T Policies Section

Incident Reporting Policy- Health, Safety and Securities Policies Section

Lone Working Policy – Health, Safety and Security Policies Section

Policy Relating to Employee Usage of Social Media – Employment Policies Section

Fraud Policy and Response Plan – Finance x

Please use the following table to indicate the impact for the policy for the protected characteristics

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
Age	x	<input type="checkbox"/>	This policy is consistent in its approach regardless of age.
Disability	x	<input type="checkbox"/>	The policy is consistent in its approach regardless of disability.
Gender reassignment	x	<input type="checkbox"/>	The policy is consistent in its approach regardless of gender reassignment.
Marriage and civil partnership	x	<input type="checkbox"/>	The policy is consistent in its approach regardless of marital / civil partnership status.
Pregnancy and maternity	x	<input type="checkbox"/>	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
Race	x	<input type="checkbox"/>	The policy is consistent in its approach regardless of race.
Religion or belief	x	<input type="checkbox"/>	The policy is consistent in its approach regardless of religion on belief.
Sex	x	<input type="checkbox"/>	The policy is consistent in its approach regardless of sex.
Sexual Orientation	x	<input type="checkbox"/>	The policy is consistent in its approach regardless of sexual orientation.
Disadvantaged groups	x	<input type="checkbox"/>	The policy is consistent in its approach regardless of social status / Health inequalities

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.

The policy is inclusive in nature and governed by The Department of Health – Using mobile phones in NHS hospital’s – January 2009 , Data Protection Policy – Information Governance Policies Section, Information Governance Policy – Information Governance Policies Section. Managers will receive training to ensure fair and consistent application of the policy across the organisation.

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

Options for action	Explanation if no further action is required	Lead responsible for overseeing actions	Timescales	Costs (where applicable)

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.

Area for Monitoring	How	Who by	Reported to	Frequency
Monitoring of Trust Mobile Phone Purchase	Report on the number of phones issued	Head of Procurement and Purchase	Finance Infrastructure and Business	Annually

Register	and returned, total cost of mobile phone across the Trust and any issues of misuse	Ledger	Development Group	
Monitoring of employee mobile phone usage	Undertaking random checks on phone usage	Line Managers	Head of Procurement and Purchase Ledger Director / Assistant Directors	Ongoing
Reports of loss of misuse of Trust Mobile Phones	IR1 Incident Reporting	Head of Health, Safety and Security	Risk Management Group	Annually

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

Yes No

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