

The State Hospital Equality Impact Assessment (EQIA)

The 'Guidance to Support Completion of the Equality Impact Assessment' should be read prior to completing this template.

Please note, the EQIA should be proportionate to the significance and coverage of the proposed policy, strategy, protocol, project, service or function and should take cognisance of the nature of the environment and patient group.

Screening questions to determine if the document requires a detailed EQIA.

Name of the proposal for assessment: Personal Development Planning & Review Policy	
Directorate: Workforce	
Date: 19 September 2023	
Designation(s) of author(s): Training & Professional Development Manager	
What is being assessed:	
Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Protocol <input type="checkbox"/> Project <input type="checkbox"/>	
Other <input type="checkbox"/> <i>(please provide details)</i>	
Is it new <input type="checkbox"/> Is it an update <input checked="" type="checkbox"/>	
Is it a replacement <input type="checkbox"/> <i>(please advise what is being replaced)</i>	
1. What are the main aims and outcomes of what is being assessed and how do these fit in with the wider aims of the organisation, legislation and national drivers?	
Aim(s) / Outcome(s)	Wider Aim(s)
This policy aims to ensure that a consistent approach to Personal Development Planning and Review is applied across the organisation and that staff have fair and equal access to development opportunities and support.	<p>The policy ensure compliance with the NHS Scotland Staff Governance Standards and specifically the rights of staff to be (1) appropriately trained and (2) treated fairly and consistently.</p> <p>The policy also support performance management and continued learning and development of staff. This is important in relation to:</p> <ul style="list-style-type: none">▪ Maintaining and improving the quality of service delivery▪ Meeting the challenges of change and service modernisation▪ Increasing staff effectiveness at work▪ Achieving corporate and service objectives▪ Meeting the current and future personal and career development needs and aspirations of individual employees

2. Please identify the scope of what is being assessed: Forensic Network wide <input type="checkbox"/> Hospital wide <input type="checkbox"/> Service specific <input type="checkbox"/> Discipline specific <input type="checkbox"/> Other <input checked="" type="checkbox"/> <i>(please provide details)</i> All staff employed under AfC terms and conditions				
3. Who are the key stakeholders potentially affected? Will the impact on these groups be positive and/or negative and/or neutral way? Why do you say this?				
Stakeholder(s)	Impact	Rationale		
1) Staff	Positive	This policy provides a framework to ensure that staff are made aware of the performance standards and requirements associated with their role and receive regular feedback and support. It also helps to ensure fair and equitable access to learning and development opportunities to enable staff to fulfil the requirements of their current role and to support ongoing development and career progression.		
2) Patients	Positive	Having a robust and consistent PDPR process in place will help to ensure that staff have the knowledge and skills required to maintain a safe and secure environment and deliver high quality services and patient care.		
3)				
4)				
4. Is a collaborative assessment with external partners required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>(If No, please provide rationale)</i> This policy applies to State Hospital employees only.				
5. Specifically, in relation to the protected characteristics, please identify whether the impact will be positive, negative and/or neutral on these groups, providing rationale in support of your decision. Please also describe any identified inequality and indicate practice in place which mitigates aspects of the proposed policy, strategy, protocol, project, service or function contributing to any adverse impact or inequality.				
Protected Characteristic	Positive (x)	Adverse / Negative (x)	Neutral (x)	Identified impact/inequality and rationale, including mitigating practice where appropriate
Age	X			This policy applies to all staff employed under AfC terms and conditions within the State Hospital, whether full-time, part-time, permanent or fixed term. This ensures that no age groups are

				disadvantaged and all staff have access to development opportunities and ongoing feedback and support. (Note – Separate arrangements are in place for Executive/Senior Manager appraisal and medical staff appraisal)
Disability	X			Individual disabilities and support needs can be considered and accommodated within the PDPR process (e.g. giving cognisance to learning difficulties or individual learning styles when identifying and agreeing activities within individual Personal Development Plans).
Gender	X			This policy applies to all staff employed under AfC terms and conditions on a substantive basis within the State Hospital, whether full-time, part-time, permanent or fixed term. This ensures that part-time workers (who are predominantly women) are not disadvantaged.
Gender Reassignment			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	
Race/Ethnicity			X	
Religion and or Belief			X	
Sexual Orientation			X	
<p>6. Thinking about the key stakeholders you have identified in no. 3, please explain how the proposal being assessed supports the organisation to eliminate any potential unlawful discrimination, harassment and victimisation of these groups, promoting equality of opportunity and fostering good relationships between all stakeholders.</p> <p>This policy applies equally to all staff employed within the State Hospital under AfC terms and conditions, whether full-time, part-time, permanent or fixed term. The policy will ensure consistency in relation to the PDPR process across all staff groups and help to ensure that individuals are not disadvantaged due to any of the protected characteristics. Implementation of the policy will be monitored to ensure it is being applied in a consistent and equitable way for all staff.</p> <p>The policy will help to ensure that employees receive regular and ongoing support to meet their job requirements and perform effectively within their role. The PDPR process promotes open and honest communication between managers and staff, and provides an opportunity to clarify performance standards and expectations and foster good working relationships and working practices. It also promotes and enables ongoing development of staff, which in turn helps to ensure delivery of high quality services and patient care.</p>				

7. Thinking about the key stakeholders you have identified in no. 3, please identify potential inequalities of outcome which may arise in relation to socio-economic disadvantage (low income), including material deprivation.

Please discuss the EQIA with the Service Lead/Director and complete below to indicate this person is in agreement with your findings.

Designation of Service Lead/Director: Linda McGovern, Director of Workforce

Date: 16 October 2023

If a **detailed EQIA** is required please contact the Director of Nursing and Operations for information.

Please note: as EQIA documents are within the public domain via the Hospital's website (unless identified as sensitive information) content should not include the names of any stakeholders and/or include any information which would identify individuals.