


MEETING DATE:	8 October 2015	 North Lincolnshire Clinical Commissioning Group REPORT TO THE CLINICAL COMMISSIONING GROUP GOVERNING BODY
AGENDA ITEM NUMBER:	Item 7.8.6	
AUTHOR:	Liz Beecroft	
JOB TITLE:	Human Resources Advisor	
DEPARTMENT:	Yorkshire and Humber Commissioning Support	

SMOKING POLICY

PURPOSE/ACTION REQUIRED:	Decisions for Approval
CONSULTATION AND/OR INVOLVEMENT PROCESS:	All staff have had an opportunity to contribute to the development of the policy. The policy has been approved by the Joint Trade Union Partnership Forum (JTUPF) on Wednesday 26 August 2015.
FREEDOM OF INFORMATION:	Public

1. PURPOSE OF THE REPORT:			
To present the following new and/or revised Workforce policy for the approval of the Governing Body;			
<ul style="list-style-type: none"> Smoking Policy - This policy applies to all persons on the NL CCG site, including staff, volunteers, contractors, agency workers and visitors. The policy is applicable to the workplace including NL CCG property, grounds associated sites and vehicles including lease cars but excluding designated smoking areas This policy has been approved following the JTUPF meeting held on 26th August 2015. 			
2. STRATEGIC OBJECTIVES SUPPORTED BY THIS REPORT:			
Continue to improve the quality of services			n/a
Reduce unwarranted variations in services			n/a
Deliver the best outcomes for every patient			n/a
Improve patient experience			n/a
Reduce the inequalities gap in North Lincolnshire			n/a
3. IMPACT ON RISK ASSURANCE FRAMEWORK:			
	Yes	No	x
4. IMPACT ON THE ENVIRONMENT – SUSTAINABILITY:			
	Yes	No	x
A sustainability assessment has been included within the policy and no specific impacts have been identified.			

5. LEGAL IMPLICATIONS:

Yes		No	x
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The policy is consistent with the principles set out under Agenda for Change Terms and Conditions.

6. RESOURCE IMPLICATIONS:

Yes		No	x
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The North Lincolnshire Clinical Commissioning Groups is committed to ensure that employees can work in or visit NL CCG in a smoke free environment and also help to support employees who wish to stop smoking.

7. EQUALITY IMPACT ASSESSMENT:

Yes	x	No	
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As a result of performing the analysis, the policy does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage.

8. PROPOSED PUBLIC & PATIENT INVOLVEMENT AND COMMUNICATIONS:

Yes		No	x
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Patient and/ or public involvement would not be required for the development of Workforce policies. It should be noted that all CCG staff have had the opportunity to be involved in and contribute to the development of the policy.

9. RECOMMENDATIONS:

The CCG is asked to review and approve the following policies which accompany this report:

1. Smoking Policy

Appendices:

1. Smoking Policy

SMOKING POLICY

(October 2015)

Authorship:	<i>Yorkshire and Humber CS Workforce Team adapted locally for use by North Lincolnshire CCG</i>
Committee Approved:	
Approved date:	
Review Date:	
Equality Impact Assessment	Completed - Full/Completed - Screening [<i>delete as required</i>]
Sustainability Impact Assessment:	Completed
Target Audience:	
Policy Reference No:	Request from CCG Business Manager
Version Number:	

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on Intranet
1.0	North Lincolnshire Clinical Commissioning Group	New Policy for CCG		

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1 INTRODUCTION

This document sets out the North Lincolnshire Clinical Commissioning Group (The CCG) approach to provide adherence in line with National smoking regulations. This should be read together with other relevant NL CCG policies and procedures. Below is a link provided by Smokefree England NHS that explains the different Smokefree regulations;

<http://www.smokefreeengland.co.uk/thefacts/the-regulations.html>

2 ENGAGEMENT

The Yorkshire and Humber Commissioning Support Workforce Team created the Smoking Policy. The policy was adapted locally for CCG use and staff members have had the opportunity to contribute to its development prior to approval from the Senior Leadership Team and ratification through the Yorkshire and Humber Commissioning Support (YHCS) Joint Trade Union Partnership Forum (JTUPF). It has been agreed with recognised Trade Unions

3 IMPACT ANALYSES

3.1 Equality

All policies require an assessment for their impact on people with protected characteristics (defined in the guidance document). An Equality Impact Analysis Toolkit is available for this purpose and is attached at Appendix 1.

As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage.

3.2 Sustainability

Anyone developing a policy or procedural document is required to complete a Sustainability Impact Assessment. The purpose is to record any positive or negative impacts that the policy is likely to have on each of the CCG's sustainability themes. The Sustainability Impact Assessment form is attached at Appendix 3 of the Policy Framework Guidance Document, together with instructions to help with completion. Include the conclusions in this section of the policy document.

Completed paperwork on all assessments should be submitted with the policy for approval and must be published on the internet with the approved policy.

3.3 Bribery Act 2010

Consider whether reference needs to be made to the provisions of the Bribery Act 2010. Guidance is included at Appendix 4 of the Policy Framework Guidance Document.

If the Bribery Act is relevant and reference needs to be included, the following wording is recommended:

Under the Bribery Act 2010, it is a criminal offence to:

- *Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and*
- *Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.*

These offences can be committed directly or by and through a third person and, in many cases, it does not matter whether the person knows or believes that the performance of the function or activity is improper.

It is therefore, extremely important that staff adhere to this and other related policies and documentation (as detailed on the CCG's intranet) when considering whether to offer or accept gifts and hospitality and/or other incentives.

If fraud, bribery and corruption are particularly relevant to a policy, the section should be headed *Anti-fraud, Bribery and Corruption* and should include a cross reference to the *Local Anti-fraud, Bribery & Corruption Policy*. The following wording should also be included:

To raise any suspicions of fraud and/or corruption please contact the Local Counter Fraud Specialist (LCFS) or the Counter Fraud Manager at (for East Riding and North Lincolnshire – East Coast Audit Consortium, 01482 866800 email fraud@humber.nhs.uk

The LCFS will inform the Chief Financial Officer if the suspicion seems well founded and will conduct a thorough investigation. Concerns may also be discussed with the Chief Financial Officer or the Audit Committee Chair.

If staff prefer, they may call the NHS Fraud & Corruption Reporting Line on 0800 028 40 60 between 8am-6pm Monday-Friday or report online at www.reportnhsfraud.nhs.uk. This would be the suggested contact if there is a concern that the LCFS or the Chief Financial Officer themselves may be implicated in suspected fraud, bribery or corruption.

Further information on the Bribery Act can be found at www.opsi.gov.uk/acts. A list of frequently asked questions is available from the CSU Corporate Strategy and Policy Manager.

4 SCOPE

This policy applies to all persons on the NL CCG site, including staff, volunteers, contractors, agency workers and visitors. The policy is applicable to the workplace

including NL CCG property, grounds associated sites and vehicles including lease cars but excluding designated smoking areas.

5 POLICY PURPOSE & AIMS

The aim of this policy is to:

- Ensure that employees can work in or visit NL CCG in a smoke free environment
- Support employees who wish to stop smoking
- Set a good example and enhance the image of NL CCG through positive action
- Demonstrate adherence to the national NHS No Smoking Statement and adhere to National no smoking in line with Smoke Free Regulations 2007
- Reduce the risks associated with passive smoking which government research has shown to be dangerous to health.

6 DEFINITIONS

Smoking is the inhalation of the smoke of burning tobacco or any other substance encased in cigarettes, pipes, e-cigarettes and cigars. The use of any illegal substances whilst at work is explicitly prohibited and any employee suspected of using these substances shall be dealt with accordingly as per the substance misuse policy.

7 ROLES / RESPONSIBILITIES / DUTIES

Good working relations are vital for the organisation to operate successfully and provide services. There is a joint responsibility for management, trade unions and employees to accept the responsibility of working together on issues in good faith and with the shared intention of facilitating good working relations.

7.1 NLCCG has a responsibility to ensure that staff are not exposed to health risks from passive smoking at work and actively encourage good health for all employees. The Chief Officer of NLCCG has overall responsibility for this policy; however responsibility for its implementation and monitoring is shared by the Workforce Team and managers within the NLCCG, as detailed below.

7.2 Employees

- Have a duty to comply with the requirements of this policy by not smoking on NL CCG premises whilst at work. Employees should be made aware of specific smoking requirements or arrangements in regards to the premises/grounds they are working from. All employee's will, in addition to this policy, be expected to adhere to the no smoking policies of any external premises at which they are working, based or visiting. It is the employees responsibility to use the designated smoking areas outside of the building if these are provided.
- Smoking is not allowed in any vehicle owned, leased, or rented by NL CCG. In addition, vehicle owners who utilise their private vehicles during working hours for

the, transportation of passengers or equipment will not be permitted to smoke or allow passengers to smoke whilst on NL CCG business.

- Whilst it isn't a legal obligation it is strongly encouraged not to smoke whilst in any vehicle as this could constitute to driving without due care and attention which could result in prosecution.
- For all clinical staff required to wear a uniform for work, it is not permissible to smoke whilst wearing the uniform.
- Employees are expected to have consideration for local neighbours. This includes avoiding smoking directly outside a neighbouring house/building, discarding cigarettes in neighbouring gardens and littering the neighbouring community.
- You should be aware of the potential residual smoke on clothes/person so consideration should also be given to colleagues/customers

7.3 **Line Manager**

- Managers will take reasonable steps to ensure that adequate arrangements are in place to enable the policy to be fully implemented in the workplace. This will include ensuring that all staff, patients and visitors comply with the policy.
- Managers may provide their employees with appropriate support if requested (ie: advice on smoking cessation groups)
- Managers have a responsibility to ensure breaches of this policy are dealt with appropriately in accordance with NL CCG Disciplinary policy.
- Managers have a duty to ensure that this policy is enforced within their area of management responsibility. This includes making new and current employees aware of this policy and dealing with employees who are in breach of this policy.

7.4 **Human Resources Team**

- To work in partnership with managers and Trade Union Representatives to ensure employees are treated fairly and consistently within the framework of the policy.
- Human Resources need to advise and support managers in dealing with breaches of this policy.

8 **IMPLEMENTATION**

Yorkshire and Humber Joint Trade Union Partnership Forum (Y&HJTUPF) Committee is responsible for formal approval of this policy. Following ratification the policy will be disseminated to staff via NL CCG intranet.

- 8.1 Smoking (including the use of e-cigarettes or any other associated smoking equipment) is prohibited in **ALL** premises of NL CCG in addition to external customer sites. Individuals should check with site management of each site to identify where the designated smoking areas are.
- 8.2 NL CCG should set an example to other organisations, promote public health and create an environment that minimises the health risks to members of the public who access those services.
- 8.3 NL CCG recognises that it has a legal obligation under the Health and Safety at Work Act 1974 to provide and maintain a working environment for all employees that is, so far as is reasonably practicable, safe and without risks to health.
- 8.4 A failure to comply with this policy will be treated as misconduct and as such may lead to formal action in accordance with the NL CCG Disciplinary Policy.

9 TRAINING & AWARENESS

The Policy will be made available on the CCG's intranet. Guidance and support will be provided to all Line Managers in the implementation and application of this policy upon request.

10 POLICY REVIEW

The policy and procedure will be reviewed periodically by Human Resources in conjunction with managers and Trade Union representatives where applicable. Where review is necessary due to legislative change, this will happen as soon as practicable.

11 REFERENCES

Disciplinary Policy
Health and Safety at Work Act 1974
Grievance Policy
Substance Misuse Policy.

12 PROCEUDRE

- 12.1 Smoking is a major cause of illness and early death and the government is taking active measures to decrease smoking behaviour by reducing the number of public areas in which smoking is permitted.
- 12.2 On July 1st 2007, the Government introduced a new law to make virtually all enclosed public places and workplaces in England smoke free. A smoke free country ensures a healthier environment, so everyone can socialise and work free from passive smoke inhalation.

- 12.3 NL CCG has prohibited smoking on NL CCG premises, and is committed to assisting staff to achieve greater health through smoking cessation.
- 12.4 Where smoking is permitted outside of buildings consideration should be taken not to smoke near open windows, doors or ventilation systems.
- 12.5 If an employee feels they would like to appeal any decisions within this policy they should refer to NL CCG's grievance policy.

13 E-CIGARETTES

- 13.1 The use of E- Cigarettes/smokeless cigarettes will be prohibited by this policy. E-cigarettes are unregulated nicotine products for which there is insufficient evidence of safety. In view of this the use of e-cigarettes are **NOT** permitted on NL CCG sites, vehicles and associated workplaces.
- 13.2 Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees.
- 13.3 Exposure to nicotine from e-cigarettes (either directly through their use by an individual or indirectly from the vapours they produce) may adversely impact on individuals, such as those with heart or circulatory conditions.

14 ELIMINATING SMOKING AT NORTH LINCOLNSHIRE CGG

- 14.1 Staff will **NOT** be permitted to take paid smoking breaks. Staff wanting to take smoking breaks should deduct the time taken from their contracted lunch break or agreement should be reached to cover time taken on smoking breaks with their line manager.
- 14.2 New starters will also be made aware of the policy via NL CCG Induction Programme.

15 ASSISTANCE FOR EMPLOYEES TO GIVE UP SMOKING

- 15.1 Smokefree is an NHS initiative that has been designed to help individuals stop smoking and improve public health, the link below will enable the individual to receive free materials around stopping smoking; <http://www.nhs.uk/smokefree>.
- 15.2 NL CCG recognises the difficulty that employees who wish to give up smoking may face. NL CCG's occupational health services can offer guidance, information and support to help smokers to give up. Below are web links to NHS groups across the Yorkshire and Humber locality.
- 15.3 <http://www.readytostopsmoking.co.uk/> is the website for employees in the Humber area, they offer a range of free services.

Other local services are;

- 15.4 Yorkshire Smoke free – phone 0800 612011 or Freephone from mobiles 03306 601166 or website www.yorkshiresmokefree.nhs.uk
- 15.5 All information obtained above was correct at the time this policy was written.

Appendix 1

Equality Impact Analysis:

For support with completion of this documentation, please see the accompanying guidance and/or contact the Equality Lead in the Yorkshire and Humber Commissioning Support

Equality Impact Analysis

1. Equality Impact Analysis									
Policy / Project / Function:	Smoking Policy								
Date of Analysis:	September 2014								
This Equality Impact Analysis was completed by: (Name and Department)	Yorkshire and Humber Commissioning Support Workforce Team								
What are the aims and intended effects of this policy, project or function?	The aim of this policy is to set out the approach to provide adherence in line with national Smoking Regulations								
Please list any other policies that are related to or referred to as part of this analysis?	<ul style="list-style-type: none"> • Disciplinary Policy • Health and Safety at Work Act 1974 • Grievance Policy • Substance Misuse Police 								
Who does the policy, project or function affect? Please Tick ✓	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Employees</td> <td style="text-align: right; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Service Users</td> <td style="text-align: right; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Members of the Public</td> <td style="text-align: right; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Other (List Below)</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input checked="" type="checkbox"/>	Members of the Public	<input checked="" type="checkbox"/>	Other (List Below)	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>								
Service Users	<input checked="" type="checkbox"/>								
Members of the Public	<input checked="" type="checkbox"/>								
Other (List Below)	<input type="checkbox"/>								

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy will support the aims identified with potential positive health benefits for all groups of staff. The policy does not force people to stop smoking. Should employees wish to give up smoking, they are offered assistance.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy will support the aims identified with potential positive health benefits for all groups of staff. The policy does not force people to stop smoking. Should employees wish to give up smoking, they are offered assistance.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy will support the aims identified with potential positive health benefits for all groups of staff. The policy does not force people to stop smoking. Should employees wish to give up smoking, they are offered assistance.
Disabled People	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy will support the aims identified with potential positive health benefits for all groups of staff. The policy does not force people to stop smoking. Should employees wish to give up smoking, they are offered assistance.
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy will support the aims identified with potential positive health benefits for all groups of staff. The policy does not force people to stop smoking. Should employees wish to give up smoking, they are offered assistance.
Transgender People	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy will support the aims identified with potential positive health benefits for all groups of staff. The policy does not force people to stop smoking. Should employees wish to give up smoking, they are offered assistance.

					smoking, they are offered assistance.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy will support the aims identified with potential positive health benefits for all groups of staff. The policy does not force people to stop smoking. Should employees wish to give up smoking, they are offered assistance.
Marital Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy will support the aims identified with potential positive health benefits for all groups of staff. The policy does not force people to stop smoking. Should employees wish to give up smoking, they are offered assistance.
Religion and Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy will support the aims identified with potential positive health benefits for all groups of staff. The policy does not force people to stop smoking. Should employees wish to give up smoking, they are offered assistance.
Reasoning					
If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 6					

3. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes employee data has been used to support the monitoring of the impact of this policy in the future. The employee data is not included due to the low number of CCG employees and concern around anonymity.</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>North Lincolnshire CCG Employees Joint Trade Union Partnership Policy Group Joint Trade Union Partnership Forum</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This policy supports an improved working environment for all</p>

4. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)		✓		The policy will support the aims identified with potential positive health benefits for all groups of staff
Race (All Racial Groups)		✓		The policy will support the aims identified with potential positive health benefits for all groups of staff
Disability (Mental and Physical)		✓		The policy will support the aims identified with potential positive health benefits for all groups of staff
Religion or Belief		✓		The policy will support the aims identified with potential positive health benefits for all groups of staff
Sexual Orientation (Heterosexual, Homosexual and Bisexual)		✓		The policy will support the aims identified with potential positive health benefits for all groups of staff

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Pregnancy and Maternity		✓		The policy will support the aims identified with potential positive health benefits for all groups of staff
Transgender		✓		The policy will support the aims identified with potential positive health benefits for all groups of staff
Marital Status		✓		The policy will support the aims identified with potential positive health benefits for all groups of staff
Age		✓		The policy will support the aims identified with potential positive health benefits for all groups of staff

5. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010*?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

6. Equality Impact Analysis Findings

Analysis Rating:	<input type="checkbox"/> Red	<input type="checkbox"/> Red/Amber	<input type="checkbox"/> Amber	<input checked="" type="checkbox"/> Green
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		Actions	Wording for Policy / Project / Function
<p>Red</p> <p>Stop and remove the policy</p>	<p>Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is recommended that the use of the policy be suspended until further work or analysis is performed.</p>	<p>Remove the policy</p> <p>Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.</p>	<p>No wording needed as policy is being removed</p>
<p>Red Amber</p> <p>Continue the policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.</p>	<p>The policy can be published with the EIA</p> <p>List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).</p> <p>Consider if there are any potential actions which would reduce the risk of discrimination.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason exists which justifies the use of this policy and further professional advice.</p> <p><i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i></p>

Equality Impact Findings (continued):

		Actions	Wording for Policy / Project / Function
<p>Amber</p> <p>Adjust the Policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p>	<p>The policy can be published with the EIA</p> <p>The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.</p> <p>Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><i>[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]</i></p>
<p>Green</p> <p>No major change</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>The policy can be published with the EIA</p> <p>Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Brief Summary/Further comments	
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Approved By		
Job Title:	Name:	Date:

SUSTAINABILITY IMPACT ASSESSMENT

Staff preparing a Policy / Board Report / Committee Report / Service Plan / Project are required to complete a Sustainability Impact Assessment. Sustainability is one of the Trust's key Strategies and the Trust has made a corporate commitment to address the environmental effects of activities across Trust services. The purpose of this Sustainability Impact Assessment is to record any positive or negative impacts that this activity is likely to have on each of the Trust's Sustainability Themes. For assistance with completing the Sustainability Impact Assessment, please refer to the instructions below.

Policy / Report / Service Plan / Project Title:				
Theme (Potential impacts of the activity)	Positive Impact	Negative Impact	No specific impact	What will the impact be? If the impact is negative, how can it be mitigated? (action)
Reduce Carbon Emission from buildings by 12.5% by 2010-11 then 30% by 2020			✓	
New builds and refurbishments over £2million (capital costs) comply with BREEAM Healthcare requirements.			✓	
Reduce the risk of pollution and avoid any breaches in legislation.			✓	
Goods and services are procured more sustainability.			✓	
Reduce carbon emissions from road vehicles.			✓	
Reduce water consumption by 25% by 2020.			✓	
Ensure legal compliance with waste legislation.			✓	
Reduce the amount of waste produced by 5% by 2010 and by 25% by 2020			✓	
Increase the amount of waste being recycled to 40%.			✓	
Sustainability training and communications for employees.			✓	
Partnership working with local groups and organisations to support sustainable development.			✓	
Financial aspects of sustainable development are considered in line with policy requirements and commitments.			✓	

INSTRUCTIONS FOR COMPLETING THE SUSTAINABILITY IMPACT ASSESSMENT

Sustainability is one of the Trust's key Strategies and consequently the Trust has made a corporate commitment to address the environmental effects of its activities across all service areas. The purpose of the Sustainability Impact Assessment is to record any positive or negative impacts that a Policy / Board Report / Committee Report / Service Plan / Project is likely to have on each of the Trust's sustainability themes. The Sustainability Impact Assessment enables any relevant impacts to be identified and potentially managed.

The Sustainability Impact Assessment is based on assessing the impact of the activity against a series of criteria covering environmental sustainability issues. It would be most desirable for activities to score positively in as many areas as possible, although it is likely that some areas will score positively against some themes, and negatively against others.

Using the Sustainability Impact Assessment template

To complete the Sustainability Impact Assessment template, you should consider whether the Policy / Board Report / Committee Report / Service Plan / Project will have a positive or negative impact on each of the themes by placing a mark in the appropriate column. When you think there is likely to be an impact, please provide some annotations regarding the nature of the impact, and any actions that will be taken to address that impact. Users should note that not every theme will be relevant. Where this is the case the 'No Specific Impact' column should be marked. Users should also consider the following tips:

1. Make relative not absolute judgements (e.g. a new energy efficient service would score positively even if it consumes more energy than if no service were provided).
2. Be aware that small positive changes could be outweighed by negative ones (e.g. new energy efficient lighting in the short term may outweigh the benefits of maintaining current lighting).
3. If there are both positive and negative impacts, these need to be recorded in order to give a balanced view. Be objective and unbiased.
4. Concentrate on the most key significant issues - there is the potential to consider the appraisal in a very detailed way. This should be avoided at this stage.
5. Judge a proposal over its whole lifespan and remember that some impacts may change over different timescales.