



Rostering Policy

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Please contact the Equality, Diversity and Human Rights Team on 01273 778383 or email
equality.diversity@sussexpartnership.nhs.uk**

1. Equality and Human Rights Impact Analysis (EHRIA)

1.1 Board Lead:	Acosia Nyanin, Chief Nurse	1.2 Analysis Start Date:	1 February 2019
		1.3 Analysis Submission Date:	April 2019
1.4 Analysis Team Members:	1) Author / Editor: Lindy Montandon, Lead Nurse for Safer Staffing eRostering 2) Frontline Staff: 3) Patient / End-user: All Nurses and Allied Health Professionals working for Sussex Partnership NHS Foundation Trust on rosters. 4) I/We, being the author(s), Service Managers, acknowledge in good faith that this analysis uses accurate evidence to support accountable decision-makers with due regard to the National Equality Duties, and that the analysis has been carried out throughout the design or implementation stage of the service or policy.		
1.5 If this is a cross agency policy/service or strategy please indicate partner agencies and their formal title			
1.6 Completion Statement			
1.7 Policy Aim	This policy sets out Sussex Partnership’s position and defined procedures for the use of electronic rostering to ensure fair and consistent rosters. Key policy issues: <ul style="list-style-type: none"> • Ensure rosters are fair, consistent and fit for purpose, with the appropriate skill mix, to ensure safe high quality standards of care; • Improved utilisation of staff’s contractual hours; • Improved planning of non-clinical working days (unavailability), e.g. annual leave, study leave and monitoring of sickness absence. • enabling the legal requirements of the European Working Time Directive to be balanced with the needs of service delivery 		

Send draft analysis along  with the policy, strategy or service to equality.diversity@sussexpartnership.nhs.uk for internal quality control prior to ratification.

1.8 Quality Assessor sign off

Cassandra Blowers

1.9 Reference Number

CB175b

2. Evidence Pre-Analysis – The type and quality of evidence informing the assessment

X	2.1 Types of evidence identified as relevant have X marked against them		Please provide detailed evidence for the areas The Roster Policy outlines process of utilising the system and will incorporate other workforce policies to ensure EHRIA are embedded within the principles.
	Patient / Employee Monitoring Data	Risk Assessments	
	Recent Local Consultations	Research Findings	
	Complaints / PALS / Incidents	DH / NICE / National Reports	
	Focus Groups / Interviews	X Good Practice / Model Policies	
	Service User / Staff Surveys	Previous Impact Analysis	
	Contract / Supplier Monitoring Data	Clinical Audits	
	Sussex Demographics / Census	Serious Untoward Incidents	
	Data from other agencies, e.g. Services, Police, third sector	Equality Diversity and Human Rights Annual Report	

3. Impact and outcome Evaluation – Any impacts or potential outcomes are described below.

Ref	Mark one X		Describe how this policy, strategy or service will lead to positive + outcomes for the protected characteristics . Describe how this policy, strategy or service will lead to negative - outcomes for the protected characteristics . (Please describe in full for each)	People's Characteristics (Mark with 'X'):								
	+	-		Age	Disability & Carers	Gender Reassignment	Pregnancy & Maternity	Race	Religion & Belief	Sex	Sexual Orientation	Human Rights
3.1	X		This policy is available in different formats		X			X				
3.2	X		This policy offers a fair process to all staff	X	X	X	X	X	X	X	X	X
3.3	X		Each area (with the exception of standalone units) will have an agreed level of staff with specific competencies on each shift (i.e. the skill and competencies to take charge, PMVA, IBL and BLS)	X	X	X	X	X	X	X	X	X

Ref	Mark one X		Describe how this policy, strategy or service will lead to positive + outcomes for the <u>protected characteristics</u> . Describe how this policy, strategy or service will lead to negative - outcomes for the <u>protected characteristics</u> . (Please describe in full for each)	People's Characteristics (Mark with 'X'):								
	+	-		Age	Disability & Carers	Gender Reassignment	Pregnancy & Maternity	Race	Religion & Belief	Sex	Sexual Orientation	Human Rights
3.4		X	School holidays: this may have a negative impact on parents requesting school holiday leave		X							
3.5	X		This policy will have to make reasonable adjustments for staff that have a disability under the Equality Act 2010 (e.g. that may need medication diabetes and appropriate breaks).		X							X
3.6	X		This policy recognises that study leave to all staff to attend mandatory training and CPD	X	X	X	X	X	X	X	X	X

4. Monitoring Arrangements

<p>4.1 The arrangements to monitor the effectiveness of the policy, strategy or service considering relevant characteristics? E.g.</p> <ul style="list-style-type: none"> ↳ survey results split by age-band reviewed annually by EMB and Trust Board ↳ Service user Disability reviewed quarterly by Equality and Diversity Steering Group or annually in the EDHR Annual Report 	<p>The ward managers will ensure they refer to any workforce policies where applicable to ensure equality is upheld.</p>
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5. Human Rights Pre-Assessment

The Impacts identified in sections () have their reference numbers (e.g. 4.1) inserted in the appropriate column for each relevant right or freedom		
	+	-
A2. Right to life (e.g. Pain relief, DNAR, competency, suicide prevention)		
A3. Prohibition of torture, inhuman or degrading treatment (e.g. Service Users unable to consent)		
A4. Prohibition of slavery and forced labour (e.g. Safeguarding vulnerable patients policies)	3.3& 3.5	
A5. Right to liberty and security (e.g. Deprivation of liberty protocols, security policy)		
A6&7. Rights to a fair trial; and no punishment without law (e.g. MHA Tribunals)		
A8. Right to respect for private and family life, home and correspondence (e.g. Confidentiality, access to family etc)		3.4
A9. Freedom of thought, conscience and religion (e.g. Animal-derived medicines/sacred space)		
A10. Freedom of expression (e.g. Patient information or whistle-blowing policies)		
A11. Freedom of assembly and association (e.g. Trade union recognition)	3.1-3.3	
A12. Right to marry and found a family (e.g. fertility, pregnancy)		
P1.A1. Protection of property (e.g. Service User property and belongings)		
P1.A2. Right to education (e.g. accessible information)	3.6	
P1.A3. Right to free elections (e.g. Foundation Trust governors)		

6. Risk Grading

6.1 Consequence of negative impacts scored (1-5)	2	6.2 Likelihood of negative impacts scored (1-5):	2	6.3 Equality & Human Rights Risk Score = Consequence x Likelihood scores:	4
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7. Analysis Outcome– The outcome (A-D) of the analysis is marked below ('X') with a summary of the decision

7.1 The outcome selected (A-D):		7.2 Summary for the outcome decision (mandatory)
A.	Policy, strategy or service addresses quality of outcome and is positive in its language and terminology. It promote equality and fosters good community relations	This policy will be reviewed as and when there are changes in the law or discriminatory
B.	Improvements made or planned for in section 9 (potential or actual adverse impacts removed and missed opportunities addressed at point of design)	
C.	Policy, service or strategy continues with adverse impacts fully and lawfully justified (justification of adverse impacts should be set out in section 3 above)	
D.	Policy, service or strategy recommended to be stopped. Unlawful discrimination or abuse identified.	

8. Equality & Human Rights Improvement Plan

Actions should when relevant and proportionate meet the different needs of people.

Impact Reference(s) (from assessment)	What directorate (team) action plan will this be built into 	<u>Action</u>	Lead Person	Timescale	Resource Implications
3.4		The amount of annual leave taken during school and bank holidays should remain within the 11%-15% range. Discussions should be encouraged between those requesting time off so that each member of staff has an equal chance of being granted annual leave	HR Rostering	Ongoing	

Add more rows if necessary