

ASHFORD & ST. PETER'S HOSPITAL NHS FOUNDATION TRUST

Equality Impact Assessment Summary

Policy/Service: **Records Management Policy**

Background

- Description of the aims of the policy
- Context in which the policy operates
- Who was involved in the Equality Impact Assessment

All NHS records are public records under the terms of the Public Records Act 1958 which confers a statutory duty on Trusts for their safekeeping and eventual disposal.

The Department of Health Records Management: Code of Practice is a guide to the required standards of practice in the management of records for those who work within or under contract to NHS organisations in England. It clarifies legal obligations that apply to NHS records including responsibilities to ensure compliance with the following acts.

- The Data Protection Act 1998
- The Freedom of Information Act 2000

The guidance provided in this policy is to assist all staff members in ensuring that correct procedures are followed in relation to the records management for both Medical and Corporate records

Methodology

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)
- The data sources and any other information used
- The consultation that was carried out (who, why and how?)

Data sources come directly from the legislation and guidance offered by the National Archives who oversee Records Management.

This is reviewed in line with current FT processes by the Health Records Group

Key Findings

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups

No adverse or potentially adverse impacts have been assessed for any equalities groups. The policy equally effects all from any equalities group.

Conclusion

- Provide a summary of the overall conclusions

The policy reflects statutory legislation and national guidance from the National Archives and details the FT's operating procedures around Records Management including Creating, Retrieval, Tracking and destruction

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Recommendations

- State recommended changes to the proposed policy as a result of the impact assessment
- Where it has not been possible to amend the policy, provide the detail of any actions that have been identified
- Describe the plans for reviewing the assessment

No changes recommended

Guidance on Equalities Groups

Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)	Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)
Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)	Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)
Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)	Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)
Culture (consider dietary requirements, family relationships and individual care needs)	Social class (consider ability to access services and information, for example, is information provided in plain English?)