

The Scottish Ambulance Service
A Special Health Board of NHS Scotland



Disability Equality Scheme Review of Functions & Policies

"Enabling and not Disabling"

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Review of functions and policies for relevance to the general duty on disability equality

All of the policies and functions have been reviewed in relation to how relevant they are to the general duty as laid out in the Disability Discrimination Act 2005 and as defined in the Statutory Code of Practice on the Duty to Promote Disability Equality.

To assess relevance, the table lists what part of the general duty each policy or function relates to as follows;

- A promote equality of opportunity between disabled persons and other persons
- B eliminate discrimination that is unlawful under the Act
- C eliminate harassment of disabled persons that is related to their disabilities
- D promote positive attitudes towards disabled persons
- E encourage participation by disabled persons in public life
- F take steps to take account of disabled persons disabilities, even where that involves treating disabled persons more favourably than other persons

The potential to affect disabled groups differently is considered on the following scale

- 0 none
- 1 a little
- 2 some
- 3 substantial

Priority

- 0 – 1 low
- 1 – 2 medium
- 2 – 3 high

Policies & functions	Status	Internal or external	Relevance			Comments
	Current / proposed		Link to 6 aspects of general duty	Potential to affect disabled groups differently	Priority High, Medium or Low	
Function: Operations - Chief Operating Officer						
Emergencies – mental health	Current	Internal	A B C D & F	2	Medium	Influences practical delivery of general duty
Mental health care & treatment	Current	Internal	A B C D & F	2	Medium	Influences practical delivery of general duty
Project development – mental health first aid training	Current	Internal	A B C D & F	1	Medium	Influence practical delivery of general duty
Paramedic primary SOP/details	Current	Internal	A B C D & F	1	Low	Little evidence of potential for adverse impact
Mental Health	Current	Internal	A B C D & F	2	Medium	Influences practical delivery of general duty
Function: Clinical – Director of HR & Clinical Development						
Clinical reporting standard	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
FAQ's	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
Memo of understanding	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
Function: Finance – Director of Finance						
Payroll procedures	Current	Internal	F	1	Low	Little evidence of potential for adverse impact
Purchasing / ordering	Current	Internal	-	0	Low	No evidence of potential for adverse impact
Financial planning	Current	Internal	A B C D E & F	2	Medium	Investment in improving access to property and scope for promoting good relations
Processing of accounts	Current	Internal	-	0	Low	No evidence of potential for adverse impact

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Petty cash/ banking	Current	Internal	-	0	Low	No evidence of potential for adverse impact
Disposal of assets	Current	Internal	-	0	Low	No evidence of potential for adverse impact
Expenses	Current	Both	A B D E & F	2	Medium	Scope for differential treatment / adverse impact
Function: Procurement – Head of Procurement						
Dealing with suppliers – guidance	Current	Both	A B C D & F	2	Medium	Fairness, openness & transparency are key. Scope for promoting good relations and positive external image of the organisation
Environmental policy	Current	Internal	-	0	Low	No evidence of potential for adverse impact
Tendering process / guidance	Current	Both	A B C D & F	2	Medium	Fairness, openness & transparency are key. Scope for promoting good relations and positive external image of the organisation
Uniform disposal	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
Uniform – contract review	Current	Internal	-	0	Low	Little evidence for potential for adverse impact
Function: Fleet – General Manager Fleet Services						
Blue light status	Current	Internal	-	0	Low	Little evidence of potential for adverse impact. Status dependent on role
Lease car scheme	Current	Internal	-	0	Low	Dependent on role
Acquisition / procurement	Current	Internal	A B C D & F	2	Medium	Scope for promoting good relations and positive external image of organisation
New vehicle specification	Current	Internal	A B D & F	2	Medium	Takes into account special needs of individuals & therefore scope for differential treatment / adverse impact
Environmental policy	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
Function: Estates – Estate Manager						
Construction regulations	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
Guidance for Safe Working i.e. asbestos, electrical etc	Current	Internal	-		Low	Little evidence of potential for adverse impact
Fire safety policy	Current	Internal	F	1	Low	Little evidence of potential for adverse

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						impact
Environmental strategy	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
Spillages	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
Sustainable development	Current	Internal	A B D & F	2	High	Essential to meet the general duty. Action plan in place to improve physical access to premises
Function: Information, Communications & Technology – General Manager ICT						
Equipment adoption request	Current	Internal	A B D & F	2	Medium	Essential to meet the general duty
Use of equipment	Current	Internal	A B D & F	1	Low	Little evidence of potential for adverse impact
Internet & email policy	Current	Internal	A B	1	Low	Little evidence of potential for adverse impact
Website / development	Current	Internal	A B D E & F	2	Medium	Essential to meet the general duty
Staff training plan	Current	Internal	A B & F	2	Medium	Essential to meet the general duty
Guidelines – good practice	Current	Internal	A B & F	1	Low	Little evidence of potential for adverse impact
Web development	Current	Internal	A B D & F	2	Medium	Essential to meet general duty
Samson user guide	Current	Internal	A B	1	Low	Little evidence of potential for adverse impact
Function: Emergency Medical Dispatch Centre / PTS Call Handling – Head of Control / Head of Service						
C & C operating procedure	Current	Internal	A B C D & F	2	Medium	Essential to meet the general duty. Scope for different treatment
PTS booking procedure	Current	Internal	A B C D & F	2	Medium	Essential to meet the general duty. Scope for different treatment
Critical incident reporting	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
Continuity plans for loss of operating procedure	Current	Internal	-	0	Low	Little evidence of potential for adverse impact
C & C Audit Procedure	Current	Internal	A B C D & F	2	Medium	Essential to meet the general duty. Scope for different treatment.
Function: Personnel – Head of Personnel						
Absence management	Current	Internal	A B C D & F	2	Medium	Potential for different treatment. No evidence

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Adoption & fostering	Current	Internal	A B C D	1	Low	No evidence of potential for adverse impact
Driving licence admin	Current	Internal	-	0	Low	No evidence of adverse impact
Appraisal / Performance Development & Review	Current	Internal	A B D & F	2	Medium	Use of this will assist in mainstreaming equality & diversity into all staff work objectives and training plans
Occupational stress	Current	Internal	-	0	Low	No evidence of adverse impact
Dignity at work	Current	Internal	A B C D & F	2	Medium	Policy to identify & challenge discrimination in the workplace.
Discipline	Current	Internal	A B C D & F	2	Medium	Tool for dealing with discrimination in the workplace
Disclosure	Current	External	-	0	Low	No evidence of potential for adverse impact
Equal opportunities	Current	Both	A B C D & F	3	High	Vehicle for promoting equality across the whole of the organisation. Essential to meet the general duty.
Facilities for TU Reps	Current	Internal	-	0	Low	No evidence of potential for adverse impact
Career breaks	Current	Internal	A B D & F	2	Medium	Scope for different treatment
No smoking	Current	Internal	-	0	Low	No evidence of potential for adverse impact
Job sharing	Current	Internal	A B D & F	2	Low	No evidence of potential for adverse impact
Management of Aids/ HIV	Current	Internal	A B D & F	1	Low	No evidence of potential for adverse impact
Management of change	Current	Internal	A B	1	Low	No evidence of potential for adverse impact
Capability	Current	Internal	A B D F	2	Medium	Essential to meet the general duty. Scope for different treatment
Maternity provisions	Current	Internal	A B D & F	1	Low	No evidence for potential adverse impact
Parental leave	Current	Internal	A B D & F	1	Low	No evidence for potential adverse impact
Paternity leave	Current	Internal	A B D & F	1	Low	No evidence for potential adverse impact
Adoption	Current	Internal	A B D & F	1	Low	No evidence for potential adverse impact
Fostering	Current	Internal	A B D & F	1	Low	No evidence for potential adverse impact
Relocation & expenses	Current	Internal	A B & F	1	Low	No evidence for potential adverse impact
Resolution of differences	Current	Internal	A B D & F	2	Low	No evidence for potential adverse impact
Special leave	Current	Internal	A B D & F	2	Low	No evidence for potential adverse impact
Business conduct	Current	Internal	A B C D & F		Low	No evidence for potential adverse impact
Recruitment	Current	Both	A B C D & F	3	High	A critical element of meeting the general duty

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Race Equality Scheme	Current	Internal	A B C D E & F	1	Low	Contributes to integration of equal opportunities across communities
Disability Equality Scheme	Proposed		A B C D E & F	3	High	Essential to meet the general and specific duties
Gender Equality Scheme	Proposed		A B C D E & F	1	Low	Future contribution to equal opportunities across organisation
Workforce plan	Current	Internal	A D	1	Low	No evidence of potential adverse impact
Training, Education & Development	Current	Internal	A B D & F	2	Medium	Scope for different treatment
HR Strategy		Internal	A B C D & F	2	Medium	Scope for different treatment
Shift review policy	Proposed	Internal	A F		Low	No evidence of potential adverse impact
Function: Health & Safety – Health & Safety Manager						
Substance abuse	Current	Internal	A B	1	Low	No evidence of potential adverse impact
Control of infection	Current	Internal	F	1	Low	No evidence of potential adverse impact
DSE & guidance	Current	Internal	F	1	Low	No evidence of potential adverse impact
H & S policy, organisation & responsibility	Current	Internal	F	1	Low	No evidence of potential adverse impact
Accident & incident reporting	Current	Internal	F	1	Low	No evidence of potential adverse impact
Risk assessment	Current	Internal	A F	2	Medium	Scope for different treatment
Violence & aggression	Current	Internal	A B D & F	1	Low	No evidence of potential adverse impact
Manual handling/assessments	Current	Internal	F	1	Low	No evidence of potential adverse impact
Audit & review	Current	Internal	A B F	2	Medium	Scope for different treatment
Working at height	Current	Internal	-	0	Low	No evidence of potential adverse impact
H S & W committee	Current	Internal	A B F	2	Medium	Scope for different treatment
Safety Representative	Current	Internal	A B F	2	Medium	Scope for differential treatment
Equipment maintenance & inspection	Current	Internal	-	0	Low	No evidence of potential adverse impact
Driver fatigue	Current	Internal	-	0	Low	No evidence of potential adverse impact
Decontamination CS spray	Current	Internal	-	0	Low	No evidence of potential adverse impact
Safety committees	Current	Internal	A B F	2	Medium	No evidence of potential adverse impact
No smoking	Current	Internal	-	0	Low	No evidence of potential adverse impact
Lone workers	Current	Internal	A F	1	Low	No evidence of potential adverse impact
RIDDOR guide	Current	Internal	A F	1	Low	No evidence of potential adverse impact
Disposal – clinical waste	Current	Internal	-	0	Low	No evidence of potential adverse impact

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Vehicle cleaning & disinfection	Current	Internal	-	0	Low	No evidence of potential adverse impact
Carriage of infectious disease cases	Current	Internal	-	0	Low	No evidence of potential adverse impact
Needlestick injuries	Current	Internal	-	0	Low	No evidence of potential adverse impact
Incidents & radioactivity	Current	Internal	-	0	Low	No evidence of potential adverse impact
Admin of radioisotopes	Current	Internal	-	0	Low	No evidence of potential adverse impact
Ambulance operation risk assessment	Current	Internal	A F	1	Low	No evidence of potential adverse impact
Deployment of airbags	Current	Internal	-	0	Low	No evidence of potential adverse impact
Occupational health			A B D F	2	Medium	Scope for different treatment
Function: Corporate Affairs – Corporate Affairs Manager						
Freedom of info	Current	Both	A B C D E & F	2	Medium	Scope for different treatment
Complaints procedure	Current	Both	A B C D E & F	3	High	Essential to meet general duty
Standing orders – board	Current	Both	A B C D E & F	2	Medium	Scope for different treatment
Standing orders - finance	Current	Both	A B C D E & F	2	Medium	Scope for different treatment
PFPI Strategy	Current	Both	A B C D E & F	2	Medium	Essential to meet general and specific duties
Function: Performance & Planning – General Manager PPU						
Disposal of contaminated waste	Current	Current	-	0	Low	No evidence of potential adverse impact
Management of risk strategy	Current	Current	A F	1	Low	No evidence of potential adverse impact
Information governance	Current	Both	A F	1	Low	No evidence of potential adverse impact
Access to personal health records	Current		-	0	Low	No evidence of potential adverse impact
Confidentiality – visitors	Current		-	0	Low	No evidence of potential adverse impact
Data protection strategy	Current		-	0	Low	No evidence of potential adverse impact
Disclosure health info	Current		F	1	Low	No evidence of potential adverse impact
Protection patient confidentiality	Current		A B F	1	Low	No evidence of potential adverse impact
Storage, maintenance &	Current		-	0	Low	No evidence of potential adverse impact

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disposal of records						
Function: Service Developments – Project Boards						
A & E Service Operations Centre Review	Proposed	Internal	A B	1	Low	No evidence of potential adverse impact
Agenda for change	Proposed	Internal	A B	1	Low	No evidence of potential adverse impact
Cab based terminal project	Proposed	Internal	A B C D & F	1	Low	No evidence of potential adverse impact
Clinical information	Proposed	Internal	A B & F	1	Low	No evidence of potential adverse impact
Environmental management	Proposed	Internal	-	0	Low	No evidence of potential adverse impact
ICT strategy	Proposed	Internal	A	1	Low	No evidence of potential adverse impact
Non emergency service redevelopment	Proposed	Internal	A B C D & F	2	Low	No evidence of potential adverse impact
Operations room review	Proposed	Internal	A B D F	1	Low	No evidence of potential adverse impact
Radio systems replacement project	Proposed	Internal	-	0	Low	No evidence of potential adverse impact
Re-procurement of air ambulance services	Proposed	Internal	-	0	Low	No evidence of potential adverse impact
Voice & data infrastructure	Proposed	Internal	-	0	Low	No evidence of potential adverse impact
Vulnerable adults	Proposed	Internal	A B C D & F	2	Medium	Scope for different treatment
IHT service	Proposed	Internal	A B D F	2	Medium	Scope for different treatment
Uniforms re-procurement	Proposed	Internal	-	0	Low	No evidence of potential adverse impact
Rural health solutions	Proposed	Internal	A B C D & F	1	Low	No evidence of potential adverse impact
Reducing health inequalities	Proposed	Internal	A B C D & F	2	Medium	Scope for different treatment
Developing enhanced skills	Proposed	Internal	A B D F	1	Low	No evidence of potential adverse impact
Reducing hospital admissions	Proposed	Internal	A B D F	2	Medium	Scope for different treatment
Absence management	Proposed	Internal	A F	1	Low	No evidence of potential adverse impact

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