

Fairness Assessment Toolkit

This toolkit is designed to be used by those:

1. Writing Policies, Procedures & Protocols from start
2. Reviewing existing Policies, Procedures, Protocols and services
3. Planning new services or redesigning existing ones.

IT IS IMPORTANT THAT AT THE BEGINNING OF THE POLICY DESIGN PROCESS YOU CONSIDER THE REQUIREMENTS OF THIS TOOL. IT IS DESIGNED TO ASK THE QUESTIONS THAT WE SHOULD BE ASKING AT THE START OF PRODUCING OR REVIEWING POLICIES, PROTOCOLS, STRATEGIES AND SERVICES.

Author/Reviewer Name	Maggie Jamieson
Name of policy, protocol, procedure, strategy or service	Email Etiquette Policy Statement
Line Manager responsible for signing Off Policy	Gordon Jamieson
Date Started	May 2025
Date Completed	June 2025

Key steps for conducting a Fairness Assessment

1. Identify the key aims & outcomes of the policy.
2. Gather information & evidence around protected characteristics & identify the gaps.
3. Assess the impact - consider alternatives & mitigate negative impacts.
4. Involve & consult on impact assessment - internally & externally.
5. Make a decision; develop an Action Plan based on evidence.
6. Sign off; send to Strategic Diversity Lead for sign off.
7. Final Fairness Assessed policy to be published on NHS WI Show website.
8. Monitor & review the final assessment.

Section 1 About your project

Please answer the following questions:

1. Is this a new policy?

Yes ☐

No ☒

If yes, please explain why it is being done and what the effects of it will be

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2. Have you checked if there are any other current guidance on this topic in the Health Board?

Yes ☒

No ☐

If the answer is No, please stop and check now.

3. Please list who is likely to be affected by this project and how they will be affected

Who?	How?
All NHSWI staff	It is a policy statement on staff's use of email.

4. Please tell us how you are going to involve these people in the project

Staff will be informed of the policy statement via email, Team Brief, Staff Facebook, and through their Departmental Communications Plans.
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Corporate Management Team 17.06.2025

Agenda Item: 9.3.2

Purpose: For Decision

Section 2 Protected Characteristics

Read the following, as these are about the people or groups of people whose rights are specifically protected under the 2010 Equalities Act. This page gives you information on each of the nine protected characteristics.

1. Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18-30 year olds, 65-80 year olds)

How will these groups be affected?

No adverse effects

2. Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long term adverse effect on that person's ability to carry out normal day to day activities.

How will this group be affected?

Standard fonts and colours to be used and staff must email with respect and consideration.

3. Gender Reassignment

The process of transitioning from one gender to another.

How will this group be affected?

No adverse effects.

4. Marriage and Civil Partnership

Marriage is defined as a 'union between a man and a woman'. Same sex couples can have their relationships legally recognised as 'civil partnerships'.

Civil partners must be treated the same as married couples on a wide range of legal matters.

How will this group be affected?

No adverse effects.

5. Pregnancy and Maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavorably because she is breastfeeding.

How will this group be affected?

No adverse effects.

6. Race

Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

How will this group be affected?

Emails should be concise, clear and respectful.

7. Religion and Belief

Religion is the term given to a collection of cultural belief systems based on narratives, traditions and symbols that give meaning to life and instill a moral framework of conduct. Belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices for it to be included in the definition.

Does your proposal discriminate or disadvantage any religious or non religious group?

No adverse effects.

8. Sex

A man or a woman.)

Does your proposal discriminate between men and women, if so how and why?

No adverse effects.

9. Sexual Orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

How will this group be affected?

No adverse effects.

10. Negative Findings

If you have found negatives in the above assessments, how do you intend to deal with these, and why?

N/A

Section 3 Human Rights

It is unlawful for a public authority to act in a way which is incompatible with a European Convention of human Rights requirements. There are 15 protected rights which public authorities must ensure that they comply with in their policies, services and practices. Those listed below are the ones which can directly be affected by Healthcare provision.

- The right to life – protects your life, by law. The state is required to investigate suspicious deaths and deaths in custody.

Does your proposal affect this right?

No.

- The prohibition of torture and inhuman treatment – you should never be tortured or treated in an inhuman or degrading way, no matter what the situation.

Does your proposal affect this right?

No.

- The right to liberty and freedom – you have the right to be free and the state can only imprison you with very good reason – for example, if you are convicted of a crime.

Does your proposal affect this right?

No.

- The right to a fair trial and no punishment without law – you are innocent until proven guilty. If accused of a crime, you have the right to hear the evidence against you, in a court of law.

Does this proposal affect this right?

No.

- Respect for privacy and family life and the right to marry - protects against unnecessary surveillance or intrusion into your life. You have the right to marry and raise a family.

Does this proposal affect this right?

No.

- Freedom of thought, religion and belief – you can believe what you like and practice your religion or beliefs, so long as this does not harm others.

Does your proposal affect this right?

No.

- No discrimination – everyone's rights are equal. You should not be treated unfairly – because, for example, of your gender, race, sexuality, religion or age.

Does your proposal affect this right?

No.

Equality Leads Use

I have checked the fairness assessment and found it satisfactory.



Signed: