Notes before you start:
Analysing the effects of a policy on equality groups remains a statutory duty for the council. Completing an EIA will enable you to demonstrate you have complied with this duty. Any policy, practice, activity or decision that is made without the consideration of equality may be deemed unlawful and be subject to Judicial Review.

Please work through the template to ensure you have covered all required elements of the assessment.

A note on terminology
Through this template the term ‘policy’ has been used as shorthand for any relevant function or activity of the council. Therefore ‘policy’ should be understood to embrace the full range of policies, practices, activities and decisions, including the delivery of services – essentially all activity carried out by the council. This template can be used to assess both current policies and policies under development.

Take a Proportionate Approach
Your approach to assessing the equalities impact of a policy should be proportionate to the likely impact it will have. Issues you should consider include:
- the number of people likely to be affected
- the size of the budget/amount of money involved
- the extent of the proposed change
- wider public policy implications
This means you will assess more rigorously policies which are likely to have a significant impact on staff and or the local community.

Contracting services
If part or all of the work included within this assessment will be carried out by a partner organisation or contractor you will need to consider how equality issues are being built into the contract award and monitoring process. Please include the completion of Appendix A as part of your EIA.

Section 1
ALL policies need an initial assessment of relevance on equality issues. Therefore every policy area should complete section 1. In a small number of cases ‘no impact’ on equality groups will be identified, if so no further assessment is required. Areas that answer ‘yes’ to any question in section 1 need to complete the whole assessment.

Please see the Equality Impact Assessment Guide for more information on completing specific elements of this template.
North Somerset Pharmaceutical Needs Assessment 2015

Date of assessment
28/02/15

Lead contact details
Jonathan Roberts, jonathan.roberts@n-somerset.gov.uk

Others involved in the assessment, including members of staff, the community, stakeholders or elected members
North Somerset Pharmaceutical Needs Assessment Steering Group

What are the intended aims of the policy?
Pharmaceutical Needs Assessments (PNAs) identify existing pharmaceutical services in the area and map provision against demographics and health needs. The PNA makes a statement about the gaps in the provision of services to inform commissioner’s decisions. The lifespan of the PNA is 3-years so the assessment is made with regard the future need within this period.

Who is intended to benefit from the policy?
All residents in North Somerset local authority area.

1. Assessing relevance
Please assess the relevance of your policy on the following areas of equality. You should consider:
- Both positive and negative impacts
- Any barriers people may experience in accessing services
- How the policy is likely to affect the promotion of equality
- Knowledge of customer experiences to date
It is not enough to state ‘N/A’ in this section, a more in depth explanation is required to demonstrate if/how each area is relevant.

<table>
<thead>
<tr>
<th>Equality area</th>
<th>Relevant? Yes/No</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Yes</td>
<td>The PNA pays regard to older people. The older people’s champions group in North Somerset were briefed on the draft PNA and the senior community links for each locality asked to publicise the consultation. The PNA looks at average travel time to pharmacies. The locality profiles look at population demographics.</td>
</tr>
<tr>
<td>Old and young</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carers</td>
<td>Yes</td>
<td>The PNA does not specifically reference carers. The PNA aims to identify gaps in service provision for all residents in North Somerset with particular regard improving access to services. It is not clear if there would be differing access to services for carers. Opening times by localities were assessed.</td>
</tr>
<tr>
<td>Disability</td>
<td>Yes</td>
<td>The PNA aims to identify gaps in service provision for all residents in North Somerset with particular regard improving access to services. The provision of clear information for people with disabilities is a recommendation of the PNA.</td>
</tr>
<tr>
<td>Location</td>
<td>Yes</td>
<td>The PNA assesses access to services by location (localities) which includes the Nailsea/Rural locality.</td>
</tr>
<tr>
<td>People living in rural areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marriage or Civil Partnership</td>
<td>Yes</td>
<td>The PNA does not specifically reference marriage or partnership. The PNA aims to identify gaps in service provision for all residents in North Somerset with particular regard improving access to services. It is not clear if there would be differing access to services by marital status.</td>
</tr>
<tr>
<td>Parents</td>
<td>Yes</td>
<td>The PNA does not specifically reference men’s or women’s health. The PNA aims to identify gaps in service provision for all residents in North Somerset with particular regard improving access to services. It is not clear if there would be differing access to services for parents.</td>
</tr>
<tr>
<td>Pregnancy or women on Maternity Leave</td>
<td>Yes</td>
<td>The PNA does not specifically reference women’s health. The PNA aims to identify gaps in service provision for all residents in North Somerset with particular regard improving access to services. It is not clear if there would be differing access to services for pregnant women.</td>
</tr>
<tr>
<td>Race</td>
<td>Yes</td>
<td>The PNA looks at demographics by locality. The PNA comments on findings of the North Somerset JSNA needs assessment for traveller health. Consultation was conducted by the West of England traveller’s health group which includes North Somerset representation.</td>
</tr>
<tr>
<td>Including Gypsies and Travellers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religion and Belief</td>
<td>Yes</td>
<td>The PNA does not specifically reference religion or belief. In neighbouring areas access to certain products (without gelatine) was raised as an issue. This was not raised in the North Somerset consultation.</td>
</tr>
<tr>
<td>Area</td>
<td>Answer</td>
<td>Details</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sex</td>
<td>Yes</td>
<td>The PNA does not specifically reference men’s or women’s health. The PNA aims to identify gaps in service provision for all residents in North Somerset with particular regard improving access to services. It is not clear if there would be differing access to services for men and women.</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>Yes</td>
<td>The PNA does not specifically reference sexual orientation. The PNA aims to identify gaps in service provision for all residents in North Somerset with particular regard improving access to services. It is not clear if there would be differing access to services dependent on sexual orientation.</td>
</tr>
<tr>
<td>Socio-economic disadvantage</td>
<td>Yes</td>
<td>The PNA does look at locality profiles including levels of deprivation. This will be reflected in the travel time analysis by locality.</td>
</tr>
<tr>
<td>Transgender</td>
<td>Yes</td>
<td>The PNA does not specifically reference transgender people. The PNA aims to identify gaps in service provision for all residents in North Somerset with particular regard improving access to services. It is not clear if there would be differing access to services for transgender people.</td>
</tr>
</tbody>
</table>

The remainder of your assessment should focus only on the areas that you have answered ‘yes’ to in the table above.

2. Information and Evidence

Under the Equality Act 10 we are required to carry out an ‘analysis of the effects on equality’ of all of our policies. To enable this analysis it is important that each area has relevant equality information. This can be national, local or service specific information.

a. Which equality areas do you routinely monitor?

The collection of equality information across our services is essential to enable us to understand the effect of our policies on equality groups. Please indicate the information collected in this policy area:

<table>
<thead>
<tr>
<th>Area</th>
<th>Answer</th>
<th>Carers</th>
<th>Disability</th>
<th>Socio Economic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Location</td>
<td>Yes</td>
<td>Marriage or Civil Partnership</td>
<td>No</td>
<td>Parents</td>
</tr>
<tr>
<td>Pregnancy/Maternity Leave</td>
<td>No</td>
<td>Race</td>
<td>Yes</td>
<td>Religion or belief</td>
</tr>
<tr>
<td>Sex</td>
<td>Yes</td>
<td>Sexual Orientation</td>
<td>No</td>
<td>Socio Economic</td>
</tr>
<tr>
<td>Transgender</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other area, please specify: All information in the PNA is collected from the North Somerset Joint Strategic Needs assessment (JSNA) based on census or other data related to the demographics of the North Somerset population. Information was not available at either whole population level or by localities for the characteristics labelled ‘no’ above. Details of the above characteristic labelled ‘yes’ by locality areas are described in section 6 of the report. Religion or belief is a group not described within the
b. **What data, research and other evidence or information is available which is relevant to this EIA?**

If relevant you can include: quantitative/qualitative research, national reports, results from recent consultations, information from stakeholders, findings of recent inspections etc.

Information used to inform the PNA is listed below:

North Somerset JSNA chapters on:
- Population
- Older people
- Gypsy and Travellers

There was a public consultation on the draft PNA document from the 7th September to the 14th November 2014 published on the council’s e-consult webpage. A press release launched the consultation.

The draft PNA and consultation questions were described to the North Somerset older people’s champions group which included the lead senior community link members for each locality area.

Healthwatch North Somerset were key members of the PNA steering group and disseminated information on the consultation to networks in contact with Healthwatch.

c. **What further data or information do you need to gather during the course of the policy development?**

N/A

3. **Engagement**

When completing an EIA you should be mindful of the council’s obligation to publish the results of its engagement activity. It is a statutory requirement and therefore a core element of the EIA. Engagement may be one-off or repeated over a longer period of time. It may be formal or informal. It may be focused on a specific issue or on service delivery or workforce issues. This section can reference previous engagement activity or any work done specifically during the policy development.

a. **Have those affected by this policy been consulted?**
Briefly describe what you did, with whom, when and where. You should list the methods of consultation used. Please outline a brief summary of the responses gained and links to relevant documents, as well as any actions.

There was a full public consultation on the draft PNA between 7\textsuperscript{th} September and the 14\textsuperscript{th} November 2014. This was a web-based questionnaire with structured questions and free text options.

Statutory consultees on the PNA were notified of the opening of the consultation, these are:
- Any Local Pharmaceutical Committee for its area (including a Local Pharmaceutical Committee for its area and that of one or more other Primary Care Trusts)
- Any Local Medical Committee for its area (including a Local Medical Committee for its area and that of one or more other Primary Care Trusts)
- The persons on its pharmaceutical lists and its dispensing doctors list (if it has one)
- Any LPS chemist with whom arrangements have been made for the provision of any local pharmaceutical services
- Any relevant local involvement network, and any other patient, consumer or community group in its area which in the opinion of PCT1 has an interest in the provision of pharmaceutical services in its area
- Any local authority with which PCT1 is or has been a partner PCT
- Any NHS Trust or NHS Foundation Trust in its area
- Any neighbouring Primary Care Trust.

Following closure of the consultation the PNA steering group met and discussed responses. The consultation findings are included in the main report and recommend actions from the steering group.

Responses were received from two senior community link organisations, the Royal National Institute of Blind people, The local pharmaceutical network (on behalf of all pharmacies in North Somerset), three additional pharmacy responses and three members of the public.

There was agreement with the findings of the PNA for all questions posed in the consultation:
- Do you think that the information contained within the draft PNA accurately reflects the current pharmacy and prescription dispensing services available in North Somerset?
- Do you think that the pharmaceutical needs of the population of North Somerset have been adequately reflected in the draft PNA document?
- From the information in the draft PNA, do you think that future pharmaceutical needs will be met in the next 3 years?
- The draft PNA does not identify any gaps in the provision of necessary services. Do you agree with this statement?
Do you agree with the conclusions contained within the draft PNA?

Additional comments in free text included:

- The need to ensure that services meet the needs of people with visual impairment which may include a number of suggestions.
- Some confusion was raised about the electronic prescription service.

The North Somerset PNA steering group agreed that the LPN would meet with Healthwatch to arrange for a plan to disseminate information about how electronic prescribing works to patients.

In addition the chair of the steering group wrote to the RNIB with the contact details for Healthwatch to follow up how the link between the LPN and Healthwatch can be utilised to ensure the duties on pharmacies under the equalities act are conducted with regard provision of axillary aids for eligible people.

The PNA steering group recommends that the LPC and LPN work with pharmacies and Healthwatch to ensure the provision of clear information related to services is available, particularly for people with significant health needs such as learning disabilities or visual impairment.
4. Conclusions and mitigating action

Please review the information you have identified or collected through this assessment and indicate if any differential impacts exist. Importantly you should also consider what changes or actions you need to take to mitigate any negative impacts that have been identified.

a. What does the information you have gathered through monitoring and engagement tell you?

Current information and consultation suggests that current pharmaceutical service provision is meeting need in North Somerset.

b. What course of action will you take as a result of this EIA?

When considering your actions please be mindful of the Council’s general duties under the Equality Act 10.

- To eliminate unlawful discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a protected characteristic and those who do not
- Foster good relations between persons who share a relevant protected characteristic and persons who do not

The information in this section should focus on practical actions that can be taken to improve the outcomes for equality groups.

The North Somerset PNA for 2015 will be published on the JSNA website once signed-off by the People and Communities (Health and Wellbeing) Board from the 1st April 2015.

The North Somerset PNA steering group will continue to meet quarterly and will review any changes to Pharmacy provision to determine if there is a requirement to reassess needs. Supplementary statements will be issued to reflect changes to the current PNA.

c. Final assessment of impact

Following this assessment please assess the likely level of impact of the policy/or proposals on the equality groups included within this assessment.

| High | Medium | Low | X |

5. Monitoring

To demonstrate achievements and to avoid challenge you need to identify what mechanisms are in place to review actual impacts or to monitor progress against the actions set within this assessment. Please indicate how you will monitor the results of this assessment.
Please tick as appropriate

<table>
<thead>
<tr>
<th>Action</th>
<th>Yes/No</th>
<th>If yes, date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of this EIA</td>
<td>No*</td>
<td></td>
</tr>
<tr>
<td>Incorporated into project reviews/reports</td>
<td>Yes</td>
<td>Available as an appendix to the PNA</td>
</tr>
<tr>
<td>Service/Team plan reviews</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Analysis of customer feedback</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Citizens Panel</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Staff survey</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Inspection reports</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Regular reports to Corporate Management</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular reports to elected members</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Other, please specify:</td>
<td>*There will be a need to review the EIA should substantial changes to pharmacy provision occur as assessed by the PNA steering group at quarterly review meetings.</td>
<td></td>
</tr>
</tbody>
</table>

6. Publishing this assessment

In order to demonstrate transparency in our policy development this assessment should be made available to the public and stakeholders through the most appropriate means. For example through the website, a section within the policy document, through committee reports.

Please send a copy of the completed assessment to the Equality and Diversity Team.
Appendix A – procurement and partnerships

Consideration of external contractor obligations and partnership working

Is the work associated with this policy due to be carried out wholly or partly by contractors? If yes, you need to include equality considerations into the contract.

Specifically you should set out how you will make sure that any partner you work with complies with the Equality Act 10, the integral public sector duties and how you will monitor this. A reminder of the public sector duties:
- To eliminate unlawful discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a protected characteristic and those who do not
- Foster good relations between persons who share a relevant protected characteristic and persons who do not

The Equality Act 10, also states:

_A person who is not a public authority but who exercises public functions must, in the exercise of those functions have due regard to the public sector duties_

You will need to think about:
- pre-qualification and approval of preferred suppliers
- tendering and specifications
- awards process
- contract clauses
- monitoring and performance measures

Please set out what steps you will take to build into all stages of the procurement process the requirement to consider equality.

N/A