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<b>Which Principles of the NHS Constitution Apply?</b> Please list from principles 1-7 which apply 1-7 <a href="#">Principles</a>		<b>Which Staff Pledges of the NHS Constitution Apply?</b> Please list from staff pledges 1-7 which apply 1-7 <a href="#">Staff Pledges</a>	
Does this document meet the requirements of the Equality Act 2010 in relation to Race, Religion and Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity, Pregnancy & Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social Economic Deprivation discrimination? <b>Yes</b>			
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To be completed by Library and Knowledge Services Staff			

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## BEHAVIOURAL STANDARDS FRAMEWORK

To help create a great place to work and a great place to be cared for, it is essential that our Trust policies, procedures and processes support our values and behaviours. This document, when used effectively, can help promote a workplace culture that values the contribution of everyone, shows support for staff as well as patients, recognises and celebrates the diversity of our staff, shows respect for everyone and ensures all our actions contribute to safe care and a safe working environment - all of which are principles of our Behavioural Standards Framework.

### Behavioural Standards Framework – Expectations ‘at a glance’

Introduce yourself with #hello my name is... 	Value the contribution of everyone	Share learning with others
Be friendly and welcoming	Team working across all areas	Recognise diversity and celebrate this
Respect shown to everyone	Seek out and act on feedback	Ensure all our actions contribute to safe care and a safe working environment
Put patients at the centre of all we do	Be open and honest	For those who supervise / manage teams: ensure consistency and fairness in your approach
Show support to both staff and patients	Communicate effectively: listen to others and seek clarity when needed	Be proud of the role you do and how this contributes to patient care

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## Part One: Introduction

### 1. SUMMARY

Welcome

This Publication Scheme is a complete guide to the information routinely published by University Hospitals of Morecambe Bay NHS Foundation Trust. It is a description of the information about our Trust which we make publicly available. We shall review the Scheme at regular intervals and monitor how it is operating.

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information easily. Under Section 19 of the Freedom of Information Act 2000 (there is a link to the Act in Part Three below), we have a legal duty to adopt and maintain a Publication Scheme to help you find all the information we publish. For more information please consult the Information Commissioner's Officer guidance in Section 7 of this document. The purpose of the Act is to promote greater openness by public authorities. The Freedom of Information Act does not change the right of patients to protection of their confidentiality (in accordance with Article 8 of the Human Rights Convention, the Data Protection Act and in common law). Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this, we have appointed a Caldicott Guardian who ensures patient confidentiality is protected throughout the Trust in accordance with your legal rights. In University Hospitals of Morecambe Bay NHS Foundation Trust, our Caldicott Guardian is:

**Mr David Walker,  
Medical Director,  
Trust HQ, Westmorland General Hospital,  
Burton Road,  
Kendal  
LA9 7RG**

#### **Information Management**

Information falling into the classes of information the Trust publishes will be retained in line with UHMBT's retention and disposal schedules, which comply with Records Management: NHS Code of Practice 2006 and Public Record Office Guidance.

### 2. PURPOSE

To display the classes of information the Trust publishes, giving an outline of what we hold.

### 3. SCOPE

This Scheme applies to all staff, patients and members of the public.

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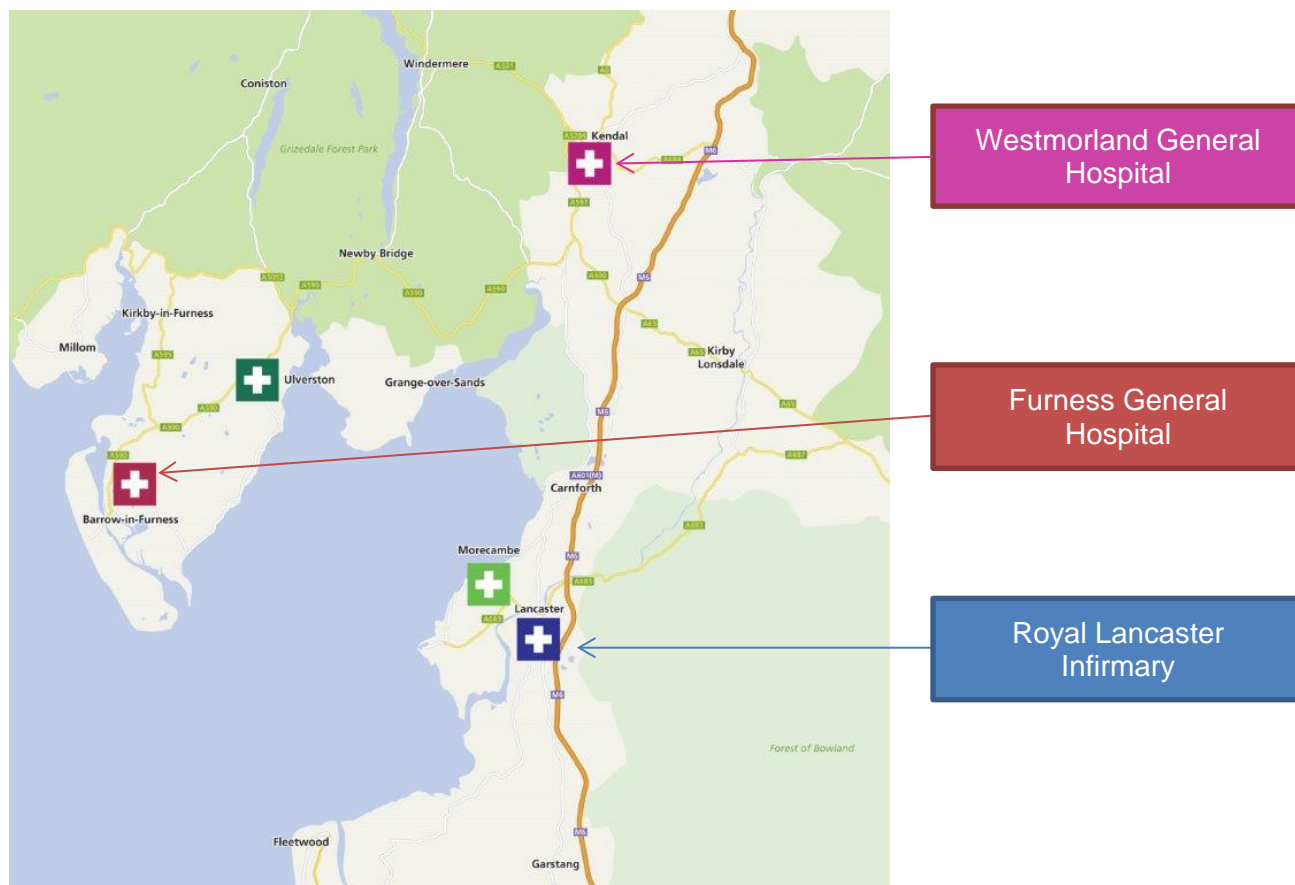
## 4. Written Scheme

### Part Two: Information we Hold

#### 4.1 Who we are, where we are and what we do

University Hospitals of Morecambe Bay NHS Foundation Trust is a network of 3 hospitals: the Royal Lancaster Infirmary, Westmorland General Hospital in Kendal, Furness General Hospital in Barrow, plus 2 community based facilities in Morecambe and Ulverston.

We serve a population of 363,000 living across an area of 1,000 miles over 2 counties, Lancashire and Cumbria surrounding Morecambe Bay. We employ at present 5475 staff. We have 679 inpatient beds in our hospitals.



The Trust covers a large geographical area. There are 48 miles between the 2 main hospital sites in Barrow and Lancaster and a travel time in excess of one hour. The main purchaser of healthcare for the population is the Morecambe Bay Clinical Commissioning Group (CCG). This absorbed the previous 2 bodies of Lancashire North CCG and Cumbria CCG in 2017. For more information please reference Section 7 of this document.

University Hospitals of Morecambe Bay NHS Foundation Trust is one of 29 acute trusts in the NHS England North area.

There is one ambulance service for the area, which is North West Ambulance Service (NWAS). There are 2 mental health trusts in the area, which are Cumbria Partnership NHS Foundation Trust and Lancashire Care NHS Foundation Trust. Their contact details are

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available in Part Three Section 4.9 of this document.

The trust was formed on 1<sup>st</sup> April 1998 from the merger of Lancaster Acute Hospitals NHS Trust, Westmorland Hospitals NHS Trust and Furness Hospital NHS Trust. At the beginning of 2006, the Trust obtained University Hospital status as part of the introduction of a medical school and central education centre to Cumbria and Lancashire. The Trust obtained Foundation status on 1<sup>st</sup> October 2010.

## 4.2 Summary of Hospital Services by Site

### 4.2.1 Royal Lancaster Infirmary

The Royal Lancaster Infirmary currently has 387 inpatient beds.

Accident and Emergency Services

Outpatients Services

Comprehensive range of elective and non-elective medical and surgical services

Oncology Unit

Coronary Care Unit

Day Case Unit

Critical Care Unit

Maternity Services and Special Care Baby Unit

A range of sub-regional and regional services

Diagnostic Services, including Pathology, Radiology and Endoscopy

Elderly Frail Unit

Allied Health Services such as Occupational Therapy, Physiotherapy, Nutrition and Dietetics, and Pharmacy Services

### 4.2.2 Westmorland General Hospital

Westmorland General Hospital currently has 34 inpatient beds.

GP-led Medical Care and Elective Surgical Services

Minor Injuries Service

Renal Dialysis Unit

Day Care Unit

Cardiac Catheterisation Lab

Midwife-led Maternity Unit

Diagnostic Services, including Pathology, Radiology and Endoscopy

Allied Health Services such as Occupational Therapy, Physiotherapy, Nutrition and Dietetics and Pharmacy Services

### 4.2.3 Furness General Hospital

Furness General Hospital currently has 258 inpatient beds.

Accident and Emergency Services

Outpatients Department Services

Comprehensive range of elective and non-elective medical and surgical inpatients

Oncology Unit

Endoscopy Unit

Day Case Unit

Maternity Services and Special Care Baby Unit

A sub-regional service for Upper Gastro-Intestinal Surgery

Diagnostic Services, including Pathology, Radiology and Endoscopy

Allied Health Services such as Occupational Therapy, Physiotherapy, Nutrition and Dietetics and Pharmacy Services

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### 4.3 Contact Details

Contact details for each department at each site can also be found on the website:

<https://www.uhmb.nhs.uk/hospitals/>

### 4.4 Partner Organisations

UHMBT is committed to working in partnership with the community, regional and statutory organisations and all those who can contribute effectively to the health of the local people. The Trust works in partnership with the Morecambe Bay CCG as of 2017 and other Acute Partnership and Mental Health NHS Trusts, GPs and health agencies such as the Health Protection Agency.

Links to the relevant partner organisation's websites are available in Part Three of this Scheme.

### 4.5 Priorities, Targets, Policies and Spending

Details of the Board Members' allowances and expenses, other financial information, targets and priorities are available in the **Trust's Annual Report**. This latest version is available on our website:

<https://www.uhmb.nhs.uk/about-us/annual-report-and-quality-account1/>

The Trust's key performance indicators and objectives are also recorded within the Trust board papers, available via our website from April 2007. Historical ones are available on request. The board papers can be found on our website at:

<https://www.uhmb.nhs.uk/about-us/trust-board/trust-board-meetings/>

Reports, policies, minutes and business plans are available on request, including Audit Committee and Charitable Funds. All details of the high level assets held by the Trust can be found in the annual accounts on request. All other elements of the Asset Register are also available. Any other information UHMBT is required to hold publically such as information regarding contractors, supplies, board members registered interest and records, is available via Trust Headquarters where appropriate.

The Trust is also playing an active part in Better Care Together with our regional partner organisations to improve care throughout the region. More information can be found here:

<http://www.bettercaretogether.co.uk/page.aspx?PID=2&ID=10>

Our complaints procedure for the Management, Investigation and Resolution of Complaints can be found on our website. For all patient advice, this can be found by contacting the Patient Advice Liaison Service (PALS):

<https://www.uhmb.nhs.uk/patients-and-visitors/compliments-concerns-complaints//>

### 4.6 How We Make Decisions

The Trust strongly believes that patients must be at the heart of the process to modernise local NHS services. If this is to be achieved, well-developed relationships are required with

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service users and with local agencies. The Trust has a good history of working in partnership with a wide range of key stakeholders and is actively pursuing measures to further enhance partnership working.

This includes public consultation meetings, Cumbria County Council Health and Wellbeing Scrutiny Committee and Lancashire County Council Overview and Scrutiny Management Committee. Since UHMBT received Foundation Trust status, its Council of Governors have been consulted with by the Board of Directors on strategic issues and future developments.

#### 4.7 Cost of Information

For the most part, the Trust will only charge for hard copies or copying onto media (e.g. CD ROM). Some information is available free, but for others there may be a charge. The charges will vary according to how the information is made available in the circumstances. Charges do not generally apply for information available via the Trust’s website. Service provider and personal printing costs would have to be met by the individual. For those without internet access, a single print-out as on the website would be available via written request or presentation from:

Trust HQ  
Westmorland General Hospital  
Burton Road  
Kendal  
LA9 7RG

However, for multiple printouts, or for archived copies of documents which are no longer accessible or available on the website, this may attract a charge for the retrieval, photocopying, postage and so on. We will notify you of any costs in advance. We will not provide printouts of other organisation’s websites. Single copies of leaflets and brochures will be free of charge for example if they are services we offer to the public. Glossy or other bound paper copies, videos or other mediums are sometimes chargeable. Email will be free of charge unless clearly stated.

### Part Three: Regulatory Bodies and Useful Resources

#### 4.8 Regulatory Bodies

The bodies involved in the monitoring and/or inspection of our services:

- Barrow-in-Furness Borough Council: [www.barrowbc.gov.uk](http://www.barrowbc.gov.uk)
- British Psychological Society: [www.bps.org.uk](http://www.bps.org.uk)
- Cumbria Constabulary: [www.cumbria.police.uk/](http://www.cumbria.police.uk/)
- Cumbria LSCB: [www.cumbrialscb.com/](http://www.cumbrialscb.com/)
- Clinical Pathology Accreditation (CPA): <https://www.ukas.com/services/accreditation-services/clinical-pathology-accreditation/>
- Confidential Inquiry into Suicides and Homicides: [www.medicine.manchester.ac.uk/psychiatry/research/suicide/prevention](http://www.medicine.manchester.ac.uk/psychiatry/research/suicide/prevention)
- Coroners’ Society: [www.coronersociety.org.uk](http://www.coronersociety.org.uk)
- Cumbria Partnership NHS Foundation Trust: <https://www.cumbriapartnership.nhs.uk/>
- Directorate of Counter Fraud Services: [www.nhsbsa.nhs.uk/fraud](http://www.nhsbsa.nhs.uk/fraud)
- General Medical Council: <http://www.gmc-uk.org/>

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- Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)
- Health Professions Council: [www.hpc-uk.org](http://www.hpc-uk.org)
- Health Service Ombudsman: <https://www.ombudsman.org.uk/>
- Home Office Mental Health Unit: [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)
- Lancashire and Cumbria County Councils: [www.lancashire.gov.uk](http://www.lancashire.gov.uk)  
[www.cumbria.gov.uk](http://www.cumbria.gov.uk)
- Lancaster City Council: [www.lancaster.gov.uk](http://www.lancaster.gov.uk)
- Lancaster University: [www.lancaster.ac.uk](http://www.lancaster.ac.uk)
- Lancashire Care NHS Foundation Trust: [www.lancashirecare.nhs.uk](http://www.lancashirecare.nhs.uk)
- Lancashire Constabulary: [www.lancashire.police.uk/](http://www.lancashire.police.uk/)
- Lancashire Safeguarding Children Board (LSCB): [www.lancashire.gov.uk](http://www.lancashire.gov.uk)
- Medicines and Healthcare Products Regulatory Agency: [www.mhra.gov.uk](http://www.mhra.gov.uk)
- Mental Health Act Commission: [www.mhac.org.uk](http://www.mhac.org.uk)
- National Clinical Assessment Authority: <http://www.ncas.nhs.uk/>
- National Patient Safety Agency: [www.npsa.nhs.uk](http://www.npsa.nhs.uk)
- NHS Litigation Authority: [www.nhs.uk](http://www.nhs.uk)
- North West Ambulance Service (Nwas): [www.nwas.nhs.uk/internet/](http://www.nwas.nhs.uk/internet/)
- North Western Deanery: [www.nwpgmd.nhs.uk/](http://www.nwpgmd.nhs.uk/)
- Nursing and Midwifery Council: [www.nwpgmd.nhs.uk](http://www.nwpgmd.nhs.uk)
- Morecambe Bay CCG: [www.morecambebayccg.nhs.uk/](http://www.morecambebayccg.nhs.uk/)
- Royal College of Anaesthetists: [www.rcoa.ac.uk](http://www.rcoa.ac.uk)
- Royal College of GP's: [www.rcgp.org.uk](http://www.rcgp.org.uk)
- Royal College of Midwives: [www.rcm.org.uk](http://www.rcm.org.uk)
- Royal College of Nursing: [www.rcn.org.uk](http://www.rcn.org.uk)
- Royal College of Obstetricians and Gynaecologists: [www.rcog.org.uk](http://www.rcog.org.uk)
- Royal College of Ophthalmologists: [www.rcophth.ac.uk](http://www.rcophth.ac.uk)
- Royal College of Paediatrics and Child Health: [www.rcpch.ac.uk](http://www.rcpch.ac.uk)
- Royal College of Pathologists: <https://www.rcpath.org/>
- Royal College of Physicians: [www.rcplondon.ac.uk](http://www.rcplondon.ac.uk)
- Royal College of Psychiatrists: [www.rcpsych.ac.uk](http://www.rcpsych.ac.uk)
- Royal College of Radiologists: [www.rcr.ac.uk](http://www.rcr.ac.uk)
- Royal College of Speech and Language Therapists: <https://www.rcslt.org/>
- Royal College of Surgeons in England: <https://www.rcseng.ac.uk/>
- Social Services Cumbria: [www.cumbria.gov.uk/socialservices/](http://www.cumbria.gov.uk/socialservices/)
- South Lakeland District Council: [www.southlakeland.gov.uk](http://www.southlakeland.gov.uk)
- University of Central Lancashire: [www.uclan.ac.uk](http://www.uclan.ac.uk)
- University of Cumbria: [www.cumbria.ac.uk](http://www.cumbria.ac.uk)

#### 4.9 Feedback

Any questions, comments or complaints about the Scheme should be sent to our Caldicott Guardian.

#### 4.10 Freedom of Information Requests

Should you wish to find any information not contained already within the Publication Scheme, you can submit a Freedom of Information Request in writing to the following address:

Freedom of Information Office,

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Westmorland General Hospital,  
Burton Road,  
Kendal,  
LA9 7RG

Or alternatively, you can email:  
[Freedom.Information@mbht.nhs.uk](mailto:Freedom.Information@mbht.nhs.uk)

5. ATTACHMENTS	
Number	Title
1	Equality & Diversity Impact Assessment Tool

6. OTHER RELEVANT / ASSOCIATED DOCUMENTS	
Unique Identifier	Title and web links from the document library

7. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS	
References in full	
No.	References
1	Information Commissioner's Office: <a href="http://www.ico.org.uk">www.ico.org.uk</a> (accessed 21/07/2017)
2	Ministry of Justice: <a href="http://www.justice.org.uk">www.justice.org.uk</a> (accessed 21/07/2017)
3	NHS Choices: <a href="http://www.nhs.uk/aboutnhschoices/contactus/pages/freedom-of-information.aspx">http://www.nhs.uk/aboutnhschoices/contactus/pages/freedom-of-information.aspx</a> (accessed 21/07/2017)
4	Freedom of Information Act (2000): <a href="https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act">https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act</a> (accessed 08/08/2017)

8. DEFINITIONS / GLOSSARY OF TERMS	
Abbreviation or Term	Definition
FOI	Freedom of Information

9. CONSULTATION WITH STAFF AND PATIENTS		
Enter the names and job titles of staff and stakeholders that have contributed to the document		
Name	Job Title	Date Consulted
Mary Aubrey	Director of Governance	July 2017
Louise Jones	Head of Corporate Communications	August 2017
Phil Woodford	Associate Director of Corporate Affairs	August 2017

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<b>10. DISTRIBUTION PLAN</b>	
Dissemination lead:	James Hayes
Previous document already being used?	Yes
If yes, in what format and where?	
Proposed action to retrieve out-of-date copies of the document:	Previous Version to be archived
<b>To be disseminated to:</b>	
Document Library	
Proposed actions to communicate the document contents to staff:	Include in the UHMB Friday Corporate Communications Roundup – New documents uploaded to the Document Library. To be uploaded to the Trust’s website on the FOI page.

<b>11. TRAINING</b>		
Is training required to be given due to the introduction of this policy? *Yes / No * Please delete as required		
Action by	Action required	Implementation Date

<b>12. AMENDMENT HISTORY</b>				
Version No.	Date of Issue	Page/Selection Changed	Description of Change	Review Date
1	2015			
2	2017	Section 1 Section 3 Section 4.1-9 Section 7	Updated contact details Updated contact details Updated hyperlinks Updated hyperlinks	01/07/2022
2.1	10/10/2017	Page 3	BSF page added	01/07/2022
2.2	16/11/2018	Section 4.10	Update to address of Freedom of Information Office	01/07/2022

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# Appendix 1: Equality & Diversity Impact Assessment Tool

## Equality Impact Assessment Form

Department/Function	Communications			
Lead Assessor	James Hayes			
What is being assessed?	Fol Publication Scheme document			
Date of assessment	July 2017			
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Equality of Access to Health Group	<input type="checkbox"/>	Staff Side Colleagues	<input type="checkbox"/>
	Service Users	<input type="checkbox"/>	Staff Inclusion Network/s	<input type="checkbox"/>
	Personal Fair Diverse Champions	<input type="checkbox"/>	Other (Inc. external orgs)	<input type="checkbox"/>
	Please give details:			

1) What is the impact on the following equality groups?		
Positive:	Negative:	Neutral:
<ul style="list-style-type: none"> <li>➤ Advance Equality of opportunity</li> <li>➤ Foster good relations between different groups</li> <li>➤ Address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unlawful discrimination, harassment and victimisation</li> <li>➤ Failure to address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ It is quite acceptable for the assessment to come out as Neutral Impact.</li> <li>➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged</li> </ul>
Equality Groups	Impact (Positive / Negative / Neutral)	Comments
		<ul style="list-style-type: none"> <li>➤ Provide brief description of the positive / negative impact identified benefits to the equality group.</li> <li>➤ Is any impact identified intended or legal?</li> </ul>
<b>Race</b> (All ethnic groups)	Neutral	
<b>Disability</b> (Including physical and mental impairments)	Neutral	
<b>Sex</b>	Neutral	
<b>Gender reassignment</b>	Neutral	
<b>Religion or Belief</b>	Neutral	
<b>Sexual orientation</b>	Neutral	
<b>Age</b>	Neutral	
<b>Marriage and Civil Partnership</b>	Neutral	
<b>Pregnancy and maternity</b>	Neutral	
<b>Other</b> (e.g. caring, human rights)	Neutral	

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2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	
--	--

<p>3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan <b>to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.</b></p> <ul style="list-style-type: none"> <li>➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups</li> <li>➤ This should be reviewed annually.</li> </ul>
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Action Plan Summary
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Action	Lead	Timescale

*This form will be automatically submitted for review for Policies and Procedures once approved by Policy Group. For all other assessments, please return an electronic copy to [EIA.forms@mbht.nhs.uk](mailto:EIA.forms@mbht.nhs.uk) once completed.*

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