

DHSS&PS

INFORMATION AND ANALYSIS UNIT

**STATUTORY EQUALITY AGENDA INFORMATION BASE
FOR DHSS&PS AND HPSS: REVISED ACTION PLAN**

APRIL 2001

INTRODUCTION

This draft Action Plan:

- A. Briefly outlines eleven broad sets of actions to identify and address the information that is required to meet the statutory Equality duties of DHSS&PS and the HPSS; and
- B. Summarises the action points in tabular form, with a note of the roles and detailed tasks, target dates and key groups and individuals involved in undertaking the actions.

A. ACTION POINTS

1. Information Needs Analysis

IAU to meet with Policy colleagues to further assess information requirements.

2. Establish Steering Group

A key step in the process is to establish an Equality Information Steering Group containing representatives of the Department, Equality Groups, Boards, Trusts and other relevant Agencies. The role of the Steering Group will be to oversee the whole project, agree the action plan, agree priorities etc.

3. Establish working Sub-Groups

Establish specific working groups, building on existing liaison arrangements where possible. Specific groups should be established for Hospital (including Mental Health) Information, Community/Children/PSS Information, Workforce and Family Practitioner Services (FPS) data held by the CSA. Groups will include information and IT staff from Trusts, Boards and the Department (including ITG/DIS) and representatives of Equality Groups. The role of the sub-groups will be to scope existing information, make recommendations on future developments, including commissioning research and surveys into identifying and addressing gaps in equality information, They will present these to the main Steering Group and oversee the implementation of new developments. Sub-groups will work closely with existing Liaison Groups where possible on the development and implementation of new requirements.

4. Sub-groups to develop action plans

Each Sub-Group will develop and agree with the Steering Group a specific plan of action to cover its area of responsibility.

5. Expand data quality/availability assessment to cover all known systems and sources

Develop the existing paper entitled *DHSSPS & HPSS Statutory Equality Obligations - Information Requirements: Data Availability, Quality and Deficits* to include the full range of HPSS and FPS systems. The wider assessment should examine the full range of IT systems and clerical systems in place within Trusts (mainly on the community/Children/PSS systems), Boards, the Child Health System and CSA and other agency systems. The review of population surveys, disease registries and relevant research projects also should be expanded as fully as possible.

6. Develop plan to acquire access to existing available data

Some of the information which will be required is currently available on systems to which we can gain access. Specific examples are Hospital waiting list information, Hospital outpatient information and A&E systems. Other data should be available from community systems including Soscare and Lcid. A range of information is also likely to be available from the CSA. Sub-groups should identify which of the available data is currently accessible, specify the full data requirement from each system, agree with DI S/I TG the necessary IT resources and a plan of work to secure access, provide the Steering Group with a report on the data to be accessed and costs, and agree a prioritised work programme to secure access, taking account of data confidentiality and data protection issues.

7. Develop plan to acquire access to existing data, which cannot currently be accessed

In addition to accessible information, other data is held within systems; this will require additional steps to make the data accessible. Specific examples include ethnicity on Hospital Systems and CSA data. A plan needs to be drawn up to make this information accessible. The plan should include costs and options for acquiring access.

8. NISRA Developments

Work with Demography and Methodology Branch in NI Statistics and Research Agency (NI SRA) on creation of look-up codes/datasets to derive religion (and deprivation) based on post codes. Liaise with Central Survey Unit (CSU) in NI SRA regarding full post-coding for all sample surveys.

9. Develop and agree implementation plans

The Steering Group will need to consider the work produced in the early stages by the Sub-Groups. The Sub-Groups will need to put forward a joint implementation plan to the Steering Group. The Steering Group will then need to agree overall the implementation plan, including priorities, time-scales and costs. The Steering Group will also need to consider the need for any additional resources, and how the work can be fully funded.

10. Develop a plan to address remaining data gaps

Sub-Groups will also need identify gaps which will continue to exist outside of the above projects. Sub-Groups will develop and agree with the Steering Group a longer term plan of action to address these gaps.

11. Implementation

Full implementation will involve close liaison with data holders (including Trusts and Boards) and others (eg Research and Development Office for the HPSS), specification of both data and IT requirements (including costs), securing resources to enable implementation (including probable bids for consultancy input), testing of systems, evaluation of data quality and developing an action plan with data holders to address data quality issues.

Action Points	Roles/Detailed Tasks	Target Dates	Actors
accessed	<p>accessed and costs; and</p> <ul style="list-style-type: none"> • Agree with the Steering Group a prioritised work programme to secure access. 		
8. NISRA Developments	<ul style="list-style-type: none"> • Work with Demography and Methodology Branch in NI Statistics and Research Agency (NI SRA) on creation of look-up codes/datasets to derive religion (and deprivation) based on post codes; and • Liaise with Central Survey Unit (CSU) in NI SRA regarding full post-coding for all sample surveys. 	Ongoing	IAU
9. Develop and agree implementation plans	<ul style="list-style-type: none"> • Sub-groups submit a joint implementation plan to the Steering Group; • Steering Group agrees implementation plan; and • Steering Group considers the need for any additional resources and how the work can be fully funded. 	End July Early August Early August	Sub-groups Steering Group
10. Develop a plan to address remaining data gaps	<ul style="list-style-type: none"> • Identify gaps which will continue to exist outside of the above projects; and • Develop and agree a longer term Action Plan to address these gaps. 	Early October	Sub-groups Steering Group
11. Implementation	<ul style="list-style-type: none"> • Liaise with data holders (including Trusts and Boards); • Specify both data and IT requirements including costs; • Secure resources to enable implementation, including probable bids for consultancy input; 		Sub-groups Trusts Boards Agencies

Action Points	Roles/Detailed Tasks	Target Dates	Actors
	<ul style="list-style-type: none">• Develop and test the systems;• Evaluate data quality; and• Develop an Action Plan with data holders to address data quality issues.		DIS/ITG Steering Group