

EQUALITY IMPACT ASSESSMENT

This Equality Impact Assessment (EIA) provides evidence that the business division/directorate has considered the Public Sector Equality Duty (PSED) detailed in the Equality Act 2010 and strives to uphold the general duties to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

The form is intended to guide and prompt you about the questions you need to think about at the first instance, when implementing a service/policy/strategy/event. The assessment takes into consideration each of the “protected characteristics” listed in the Equality Act 2010, and should be used to inform any relevant decision about the service/policy/event if it is found to be contrary to the duty imposed in the Act.

Care Group / Corporate Services:

Can be multiple if it is a collaborative piece of work or referred to as Trust-wide if it encompasses all areas.

Name of Service/Title of Policy or Strategy, Name of Event:

E.g. ‘Consent to Examination or Treatment Policy’ or ‘Listen to Learn Network Event’

Service:

Policy:

Event:

Strategy:

Equality Impact Assessment Undertaken by:

Name of lead person(s) undertaking the EIA and the first point of contact for queries. Ideally this document should not be completed in isolation and should have team input.

Date undertaken:

Questions

1. What are the main aims and purposes of the Policy / Service / Event or Strategy?

Use section 2 of the policy as a guide.

To deliver x, to promote x, to inform x, to set standards x...in line with the Trust’s strategic objectives, to ensure service sustainability by x.

State here also whether the policy/strategy is new, existing or under review.

2. Who is involved in delivering the service, implementing the policy or strategy / organising the event? (i.e., partnerships, stakeholders or agencies)

Refer to section 4 of the policy

3. What information / data or experience can you draw on to provide an indication of the potential inclusive / exclusive results of delivering this service or event / implementing the policy or strategy to different groups of people and the different needs of people with protected characteristics in relation to this policy / service / event or strategy?

- Use sections 9 and 10 of the policy as a guide
- Engagement and consultation with staff and/or service users
- Comparative service/policy/strategy/event which the impact can be modelled on
- Relevant monitoring data
- Feedback/actions arising from e.g. complaints, MP letters, serious incidents, steering groups

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	E.g. how do we engage with older and younger people? Are there any recruitment/retention issues? Does this take an 'all-age' approach?
Disability	<input type="checkbox"/>	<input type="checkbox"/>	Consider, for example, access to buildings/services, the way services are delivered, compliance with Accessibility Information Standard.
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	Consider what issues there are for men, women and those in the transgender community or undergoing gender reassignment e.g. responsibilities for dependants, issues for carers, employment issues.
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	Ensuring fair policies and procedures to prevent e.g. A newly married candidate not being hired as the interviewer believes they will be focussed on starting a new family rather than their career
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	E.g. are reasonable adjustments being made in the workplace? Are parents being supported to return to work?
Race	<input type="checkbox"/>	<input type="checkbox"/>	Consider the potential to affect racial groups

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
			differently – are we providing an equal opportunity to access? E.g. providing translation/interpreting services, understanding the needs of different cultures/communities, the Workforce Race Equality Standard (WRES), collecting the relevant data/information if we do not currently have it.
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	What is the likely impact? e.g. dietary needs, religious holidays, customs, opportunity for worship etc.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	Consider the provision of male / female staff ratio's with regards to patient choice and privacy and dignity.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	Consider the provision for inclusive services for people from LGBT communities. Think about tackling barriers and health inequalities e.g. higher rates of breast cancer in lesbian women.
Disadvantaged groups	<input type="checkbox"/>	<input type="checkbox"/>	What other factors have an impact? E.g. lower income families, poor education, lack of housing and communities with higher health inequalities. Are you thinking about innovative ways to engage with these groups?

4. What positive impacts are there for this policy / service / event or strategy to better meet the needs of people with protected characteristics?

- Promotes equality
- Promotes good relations between different groups
- Ensures information about, and access to, services
- Ensures that services are inclusive and cater to the needs of the local population

Ensures that staff have a working environment that is sensitive to their particular “protected characteristics” and where there is equal opportunity for development, support and progression at all levels

5. What action would be needed to ensure the policy / service / event or strategy overcomes:

- Discriminatory negative impacts
- Exclusion

Failure to meet the needs of people from across the protected characteristics and opportunities for promoting equality and inclusion are maximised.

- Consult data from a previous similar policy/service/event/strategy
- Engage beforehand with a representative sample of the group of people the policy/service/event/strategy is likely to impact
- Don't view the EIA as a one-off exercise, ensure appropriate monitoring is in place to review the impact

Reminder, ensure that any options for alleviating an adverse impact for a particular group does not in turn create an adverse impact for another group

6. Recommended steps to avoid discrimination and ensure opportunities for promoting equality and inclusion are maximised. Include:

Options for action	Explanation if no further action is required	Lead responsible for overseeing actions	Timescales	Costs (where applicable)
use section 6 of the policy as a guide to complete				

7. Monitoring and reporting arrangements of EIA, for policies and strategies refer to section 7 of the Policy for the Development and Management of Procedural Documents.

For services / events please include the following:

- How the equality impact of the service will be monitored
- Frequency of monitoring
- How the monitoring results will be used and where they will be published;

- Who will be responsible for reviewing monitoring results and initiating further action where required
- Any changes that have been made to remove or reduce any negative impacts as a result of conducting the equality impact assessment?
- Any action points should be included in Care Group / Corporate action plans, with monitoring and review processes.

Is further work / consultation required? If yes, please explain how this is to be carried out and the time frame for completion.

Yes No

The Equality Impact Assessment will be reviewed in line with changes to services, client or staff groups, legislation or policy review.

Name:

Authors name

Designation:

Your job title

Signature:

Date: