

EQUALITY IMPACT ASSESSMENT – GUIDANCE NOTES

Introduction

The Trust has a legal requirement not to discriminate in the delivery of their services or in employment on grounds of, race, disability, gender and age; this is identified in the Race relations (Amendment) Act 2000, Disability Discrimination Act 2005, Equality Act 2006, Employment Equality (Age) regulations 2006 and Equality Act 2010.

What is an Equality Impact Assessment?

An Equality Impact Assessment (EQIA) is a process of systematically analysing a proposed policy, service development or function to identify any adverse effect it may have on differing groups in the Trust and Communities.

Who needs to undertake an assessment?

The Trust expects all Managers in collaboration with the multi-disciplinary team, and the public if applicable, to undertake assessments for policies and service developments for their specific areas of responsibility.

All existing, as well as new introductions of services, service redesign and policy require an impact assessment to be completed and published. If you need support in the completion and of an EQIA please contact Philip Cook in Organisational Development.

Publishing Equality Impact Assessment Results

All Equality Impact Assessments must be published on the Trust Internet/Intranet.

Depending on the level of assessment required, one of the 3 possible forms (EqIA Initial Screening Form; Intermediate EqIA Form; Full EqIA Form) will be required for publishing. The forms can be attached as an appendix to the new/amended policy or document.

This is essential, as without evidence that an EqIA has been completed through the submission and attachment of the supporting documentation to the policy (as stated above) then board/committee approval cannot be granted.

Classification of a Policy/Service Development

All Policy/Service development documentation should have a front cover with the EqIA outcome clearly stated. There are 3 possible EQIA outcomes (all of which are acceptable). They are:

- Positive –Promotes equality, Eliminates unlawful discrimination, promotes good relations.
- Neutral –Neither promotes or impacts adversely e.g. the policy is regarding equality.
- Negative – Adversely effects equality and diversity, possibility of unlawful discrimination.

The policy or service development will require an EqIA to be attached no matter what the outcome (e.g. if the policy is stated as 'Neutral' the assessment documentation to support this must still be included). The outcome should also be shown on the assessment front cover sheet and completed EqIA paperwork.

A completed EqIA form **MUST** be included in the documentation or attached in the appendices to provide evidence of the EqIA findings and outcome.

3 Stages of Assessment

Step One – Initial Assessment

This initial screening for relevance to equality and diversity is to determine whether a Full Impact Assessment is necessary.

'Ask' whether this policy or service development will have any relevance or impact on patients, users and staff depending upon their Protected Characteristics.

Use evidence to establish relevance such as – Trust data on Ethnicity, complaints, workforce data, public health evidence, and patient or staff surveys.

Staff should also refer to the Trusts Race Equality Scheme, Disability Scheme and Gender Scheme and associated action plans. Check that the policy or service development could:

- a) Eliminate unlawful discrimination
- b) Promote equal opportunities
- c) Promote good community relations

If there is no relevance to diversity or to any specific group/individuals and you have not answered 'Yes' to any of the questions then no further investigation is required and the final stage is to complete the Initial Assessment/Screening Form. Once this form is completed it must be submitted to the relevant board/committee for approval and placed on the Trust Internet/intranet.

Step Two – Intermediate Assessment

Following the completion of the Initial Assessment/Screening Form if there is a 'Yes' answer to any of the questions featured on the form, further evidence or clarification on research is then required.

In order to determine such evidence and provide clarification it is necessary to complete the Intermediate Assessment Form, and ensure the further information is added to the Policy/Service development document.

This Intermediate Assessment Form must then be submitted to the relevant board/committee for approval and then placed on the Trust Internet/intranet.

Step Three – Full Impact Assessment

The Full Assessment Form builds on the information already identified in step one and two; including further consultation with stakeholders who are most likely to be affected by the changes.

To identify the adverse or positive impact of the service development, redesign and policy.

To produce an action plan to identify changes required to ensure issues are addressed.

After being submitted to the relevant board/committee for approval the Full Assessment Form must be placed on the Trust Internet/intranet.

Without a completed E.Q.I.A the policy should not be considered for approval.

EQUALITY IMPACT ASSESSMENT FORM

INITIAL ASSESSMENT/SCREENING

An impact assessment is a way of finding out whether an existing or proposed policy affects different groups of people in different ways and whether there is adverse impact on a group.

This form is to be used for new and existing policies and service developments, where a question is not applicable to your assessment, please indicate.

Managers Name	Directorate
Policy Title	
How do the aims of your policy relate to equality? <ul style="list-style-type: none">• What is the purpose of the policy?• In what context will it operate?• Who is it intended to benefit?• What results are intended?• Why is it needed?	
Related polices that may be affected by changes	
Names of staff, public and interested groups (if applicable) who participated in the assessment, including dates of meetings. <p>This could be, service users, staff, staff side representatives'</p>	

Indicate either Y or N in each Box below in answer to the following questions/statements (cannot be both Y & N in same box or left blank)										
	Age	Disability	Gender re-assignment	Marriage and civil partnership	Pregnancy and maternity	Race including nationality and ethnicity	Religion or belief	Sex	Sexual orientation	
Do Protected Characteristics have different needs, experiences, issues and priorities in relation to the policy or service?										
Is there potential for or evidence that, the policy or service will discriminate against certain Protected Characteristics?										
Is there public concern in the policy area about actual, received or potential discrimination against certain Protected Characteristics?										
Is there doubt about answers to any of the above questions										

If the answer to any of the above is 'yes' an Intermediate assessment in the relevant area(s) is required. If not please complete below and then submitted to the relevant board/committee for approval.

Following completion of the above assessment please state the name of the Director to confirm the policy/service is Neutral.

Date:

Director's name: (MUST BE COMPLETED)

EQUALITY IMPACT ASSESSMENT FORM

INTERMEDIATE ASSESSMENT

Please identify the extra information/research you need to undertake to clarify whether there is an adverse risk and assign a time scale when this will be reviewed and by who.

Action:

Review date:

After the action plan has been reviewed is a full EQIA now required? Yes No

(If Yes - please complete Full EQIA. If No - the Intermediate Assessment Final Conclusion (below) must be completed to ensure policy approval)

Person Responsible for completing the Intermediate/Conclusion/Full EQIA is:

Intermediate Assessment Final Conclusion:

Classification of a policy/Service development please tick which applies.

Positive –Promotes equality, Eliminates unlawfully discrimination, Promotes good relations

Neutral –Neither promotes or impacts adversely

Negative – Adversely effects equality and diversity, possibility of unlawful discrimination

Date

Director's name:

EQUALITY IMPACT ASSESSMENT FORM

FULL ASSESSMENT

It has been established that this policy/service development has relevance to diversity and could have an adverse impact on particular groups or individuals. Complete the form and identify steps to address any adverse/negative impact.

Title of Policy/Service Development
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Action	Outcomes/Key Findings
State the aims, objectives and outcomes of the policy	
How will this policy affect (staff/patients/public) from: <ol style="list-style-type: none"> 1. Age 2. Disability 3. Gender re-assignment 4. Marriage and civil partnership 5. Pregnancy and maternity 6. Race including nationality and ethnicity 7. Sex 8. Religion and belief 9. Sexual Orientation 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9.

<p>Describe the impact?</p> <p>Could the impact mean that some people will be excluded, marginalized, or unlawfully discriminated against? Are we unable to achieve equality? Is there justification for adverse impact or discrimination?</p> <p>What key issues must be addressed now or in the future to ensure this policy is equitable.</p>	
<p>Consultation</p> <p>Identify stakeholders from any of the affected groups who could/did advise on policy/service development.</p>	
<p>Resource Implications linked to this policy</p> <p>Identify financial and personnel requirements:</p>	
<p>Monitoring Arrangements</p> <p>Please describe what monitoring arrangements are in place to check that the outcomes have been completed.</p>	

Full Assessment Final Conclusion:

Classification of a policy/Service development please tick which applies.

Positive –Promotes equality, Eliminates unlawfully discrimination, Promotes good relations

Neutral –Neither promotes or impacts adversely

Negative – Adversely effects equality and diversity, possibility of unlawful discrimination

Names of Staff/Public undertaking assessment:

Date:

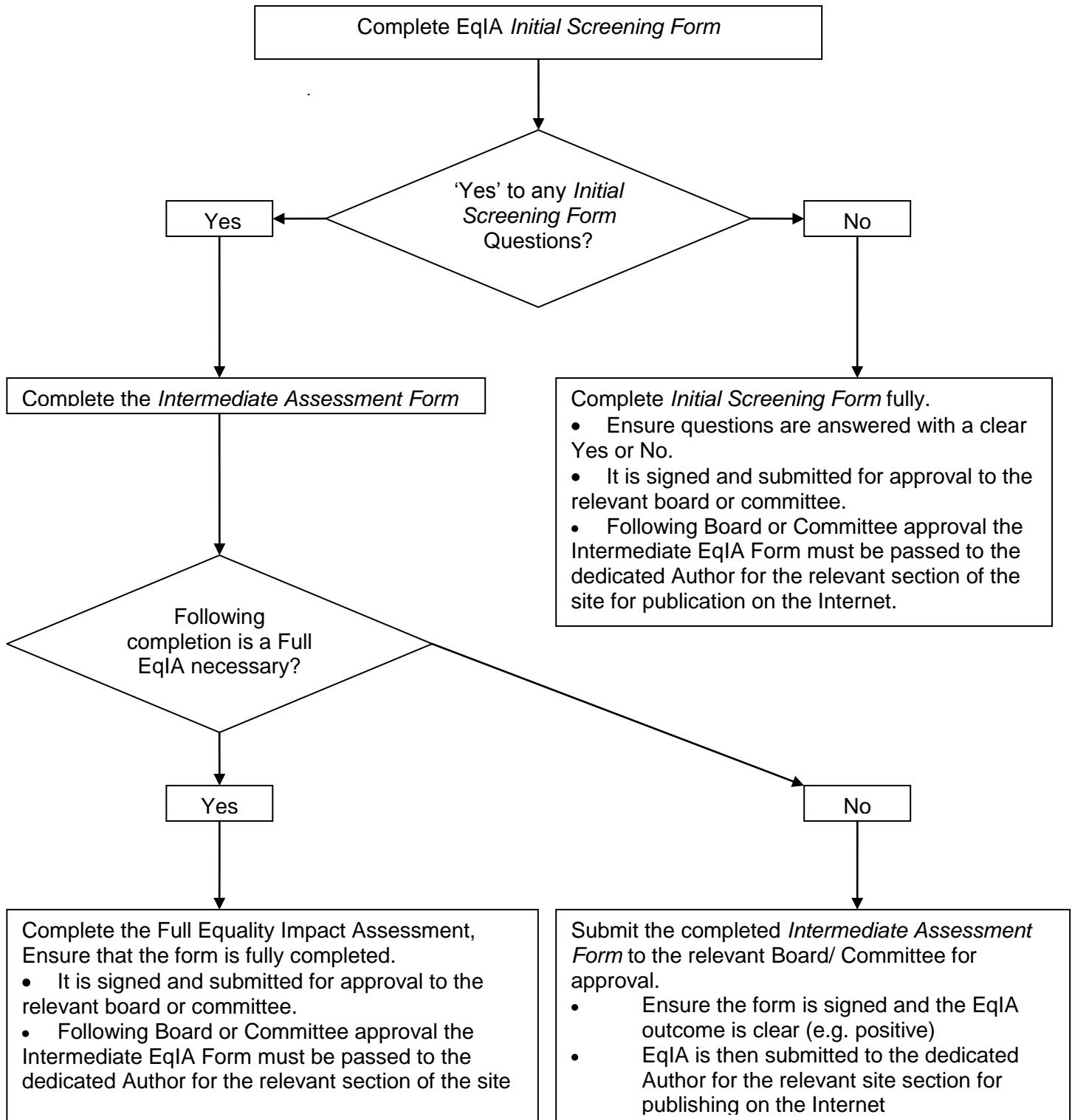
Director's name:

Action Plan - Action plan to identify changes required to ensure issues identified are addressed.

Action(s)	Named Lead	Timescale

Document Control
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Last revision: August 2011

Equality Impact Assessment Guideline Process



Notes:

The group heading of 'Policies' covers the following -

The production of a new, or an amendment to a current, policy; guideline practice; function or strategy change within the Trust

Guidelines on Submission for Publishing -

Each section of the Internet Site has a dedicated Author who is authorised to upload or amend such as an Equality Impact Assessment. If you are unsure who the allocated Author for you particular site section is, or require an Author to be set up or changed please contact the Communications Team.