

Equality Impact Assessment

Screening Template - Stage 1 (pg 1 -3)

This **EQIA** is a tool to help you ensure that your policy, process or function/service is legally compliant with the Equality Act 2010.

You need to undertake an equality impact assessment i.e complete this form if you are producing or reviewing a policy, if you are making service changes, implementing developments or improvements which impacts on our staff, patients or the local community. For patient information leaflets see the EIA appendix in the patient information guidelines.

It will help you to detect any unlawful discrimination and also prompts you to look at how your policy, process or function/service embeds equality of opportunity and fosters good relations.

The Equality Duty will not be satisfied if equality is considered after changes or decisions are made and it must be integral to initial steps. Please note only staff that have carried out the mandatory E & D training which is available online should be completing the EQIA. If you experience difficulties in completing the EQIA please contact the Equality & Diversity Manager on 01494 734149.

Guidance Notes

Direct discrimination

Less favourable treatment of a person compared with another person because of a protected characteristic

Indirect discrimination

*The use of an apparently neutral practice, provision or criterion which puts people with a particular protected characteristic at a disadvantage compared with others who do not share that characteristic and applying the practice, provision or criterion cannot be objectively justified (**Equality & Human Rights Commission**)*

A positive impact is an impact that will improve equality of opportunity, have a positive impact on an equality group and/or improve relationships between members of different equality groups.

A negative or adverse impact, which is an impact that could disadvantage one or more equality groups and/or have less beneficial outcomes for one or more groups when compared with another.

A neutral impact is when there is no impact on any of the equality groups.

QUESTION 1 - Could the policy, process or function/service have a likely negative/adverse or positive impact on any of the following equality groups :- Race, Sex, Age, Sexual Orientation, Gender Reassignment, Religion & Belief, Disability or Maternity & Pregnancy (Protected Characteristics – Equality Act 2010)

Name of Policy, Process or Function/Service

- What are the **aims & objectives** of the policy, process or function/service:

- Will the policy, process or function/service **affect** patients/staff/local community? If so, directly or indirectly:

Think about the following?

- Does the policy, process or function/service meet the needs of different patients, staff and local community groups?

- What measures does the policy, process or function/service include, or what could it include, to address any potential discrimination, harassment or inequality amongst patients, staff and local community groups?

- Could the policy, process or function/service promote equality and the elimination of discrimination amongst patients, staff and the local community?

Now that you have considered the guidance set out in the previous pages, please identify the impact by ticking the appropriate column below providing an explanation on the impact identified. For instance, if there is a positive impact then do provide the detail as it is important that we celebrate and share good practice.

Protected characteristic group	Positive impact	Negative/ Adverse impact	Neutral impact	Explanation
Race				
Sex				
Age				
Sexual orientation				
Gender reassignment				
Religion & belief				
Disability				
Maternity & pregnancy				

Please make sure you have fully explained the impacts identified otherwise the EQIA will not be complete and will be delayed.

Next steps: If you believe there to be **no** negative impact then send the EQIA to your Divisional Diversity Champion and a copy to the equality@buckshealthcare.nhs.uk

If you have ticked the negative/adverse box for any of the above groups (protected characteristics) you must carry out a full equality impact assessment by going onto stage 2.

Signed:

Print name:

Date:

Divisional champion signature:

Equality Impact Assessment – Full assessment template

Stage 2 (Pg 4 – 7)

Please consider any **evidence/data** that is available about the types of people likely or in the past that have been affected by this policy, process or function/service?

- Any relevant information i.e. patient satisfaction/complaints data/patient experience/staff survey/local or national survey etc
- Results of any engagement you have carried out
- Qualitative or quantitative evidence or data/information
- National / international evidence

If your EQIA is for a staff engagement policy then you might want to look at the results of the last local staff survey or feedback from any focus groups and also the national NHS staff survey to help identify any possible issues.

If your EQIA is about relocating a service then you might want to look at the demographic profile of its service users to ensure that any protected characteristic groups will not be disproportionately affected.

If your EQIA is for Maternity services then you might want to look at national research done on birth and inequality and see whether any issues found are relevant to your local community.

Level of Impact please state the level of impact in the table for question 1.

LOW – There is either no impact or an insignificant impact on a particular group.

MEDIUM – The policy is likely to significantly impact upon a particular group but you are able to draw up an action plan to mitigate any negative impact.

HIGH – The policy is likely to severely impact on a group, creating an inequality or even exclude a particular group and this cannot be justified. You must therefore submit an action plan to mitigate any negative impact and contact your divisional equality & diversity champion.

QUESTION 1 – Please give more information on how the policy, process or function/service could negatively or adversely impact the particular groups and the level of impact:-

<i>Protected characteristic group</i>	<i>Explanation of negative impact</i>	<i>Level of Impact</i>
<i>Race</i>		
<i>Sex</i>		
<i>Age</i>		
<i>Sexual orientation</i>		
<i>Gender reassignment</i>		
<i>Religion & belief</i>		
<i>Disability</i>		
<i>Maternity & pregnancy</i>		

If you have stated that it is ‘**medium**’ or ‘**high**’ to any of the above, please seek advice from your divisional equality champion or the trust’s equality & diversity manager to make sure that any significant negative/adverse impact has been appropriately justified and/or mitigated where necessary.

QUESTION 2 – Please list actions to address the impacts identified

Protected characteristic group	Actions to mitigate any negative/adverse impacts	Responsible officer	Target Date
Race			
Sex			
Age			
Sexual orientation			
Gender reassignment			
Religion & belief			
Disability			
Maternity & pregnancy			

Please sign and date at the end of this form and submit to your divisional diversity champion. It is important that a copy of this EQIA is kept with the relevant policy, guideline, strategy etc as you could be asked to produce this at a later date. Please also send a copy to the Equality & Diversity Manager.

Signed by Author:

Print name:

Date:

Title:

Division:

Signed by Divisional champion:

Print name

Date:

Title:

Division:

Submitted to Diversity Steering Committee date:

Date approved:

Once the EQIA has been signed off please send to equality@buckshealthcare.nhs.uk

References - Equality Impact Assessment Guidance

- **Department of Health**

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_090396

- **Equality & Human Rights Commission**

<http://www.equalityhumanrights.com/>

- **Department of Health Equality and Diversity Council**

<http://www.dh.gov.uk/en/Managingyourorganisation/Workforce/Equalityanddiversity/index.htm>