

Equality Impact Assessment Process

Policy, Process or Function/Service which is being reviewed or introduced must go through an Equality Impact Assessment using the EQIA Toolkit. Author of the EQIA must have undergone the mandatory E & D training which is available online. If you have any difficulties in completing the EQIA then contact the Equality & Diversity Manager on 01494 724149

Complete the screening stage – Stage 1 EQIA Toolkit

- Which **groups** are mainly affected by this policy, process and function/service and **how** do you know this?
- Will the policy, process or function/service **affect** patients/staff/local community? If so, directly or indirectly?
- Could the policy, process or function **promote equality** or **eliminate any possible discrimination** amongst patients, staff and the local community?

Positive Impact

Provide details on pg 3 so good practice can be shared

Sign screening document and send to Divisional Diversity Champion

EQIA screening document with any relevant documents then sent in to equality@buckshealthcare.nhs.uk for publishing

Negative/Adverse Impact

Stage 2 – Full assessment – EQIA Toolkit

Look at any **evidence, data** from **engagement activity** and give more **detail** about the **negative impact** along with **actions to mitigate** them – rank the EQIA as **low, medium or high** priority and then send to your Divisional Diversity Champion with relevant documents and CC the E & D Manager for sign off or if necessary referral to the Diversity Steering committee and then ultimately sent in to equality@buckshealthcare.nhs.uk for publishing

Neutral Impact

Provide details on pg 3 to explain why you think there is a neutral impact

Sign screening document and send to Divisional Diversity Champion

EQIA screening document with any relevant documents then sent in to equality@buckshealthcare.nhs.uk for publishing