

Equality Impact Assessment Toolkit

Policy Approved 29 March 2007

(Minor modifications June 2008)

Equality Impact Assessment (EIA) Tool

The purpose of an equality impact assessment is to understand the impact of a new policy proposal or service on different people and diverse groups within our service population.

Key questions to consider when reviewing or developing policies, proposal and services:

- Are we acting fairly?
- Are we reaching all the communities we serve or employ, and are we meeting their needs?
- Are we applying the same professional standards in every situation?

An impact assessment is made up of two stages:

Stage 1: Standard screening

A standard screening assessment should produce estimates or signs of possible adverse or unequal impact. It will be based on information you already have.

(See green boxes overleaf)

Stage 2: Detailed screening

If the standard screening assessment points to real concerns about adverse impact, a more detailed assessment will be required. This includes consultation process leading to a final recommendation. Arrangements for monitoring and evaluating the impact of the policy or service will be made as part of the detailed assessment.

(See blue boxes overleaf)

Key for overleaf:



Standard screening



Detailed screening



Things to consider when screening

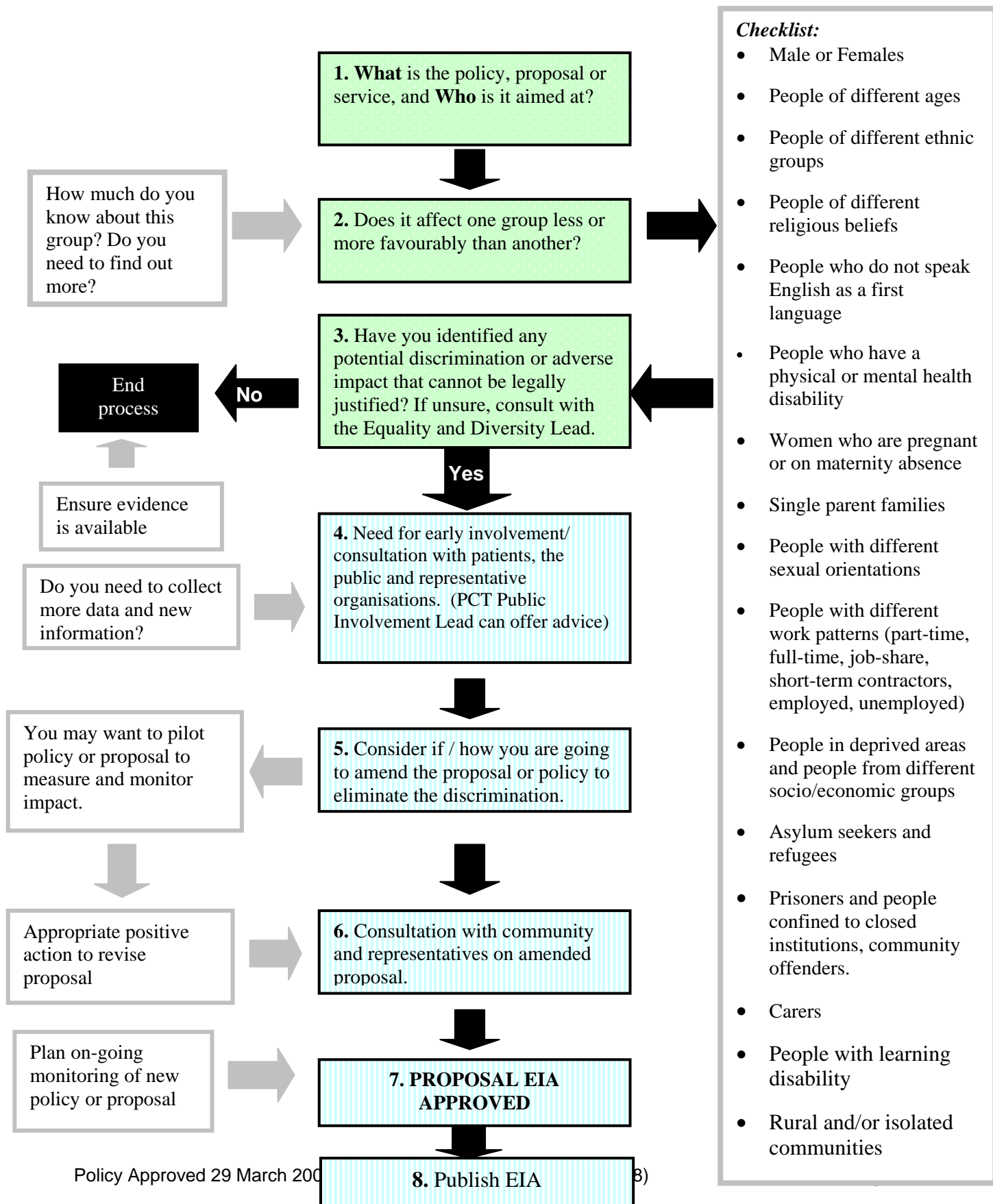
Discrimination:

Unfair treatment of a person or group on the basis of their....colour, race, culture, religion, disability, sexual orientation, age.....

Equality Impact Assessment (EIA) Tool

The PCT strives to design and implement services, policies and measures that meet the diverse needs of our service population and workforce, ensuring that none are placed at a disadvantage over others.

This tool is designed to help you to consider the needs and assess the adverse, positive or neutral impact of your policy, protocol, proposal or service on all groups within our local communities.



Equality Impact Assessment (EIA) - Evidence Form

The PCT strives to design and implement services, policies and measures that meet the diverse needs of our service population and workforce, ensuring that none are placed at a disadvantage over others. This form is designed to help you to consider the needs and assess the positive, adverse or neutral impact of your policy, protocol, proposal or service on all groups within our local communities, and to record the evidence that you have done so. Any proposal or policy submitted to the Board must have undergone EIA.

This form will be used as evidence of the assessment you have undertaken. It will need to be made available to the Board and PCT's Equality and Diversity Steering Group.

Policy/Proposal/Service Title _Risk Management Strategy March 2010

Name of EIA Lead Sula Wiltshire

Others involved in assessment Liz Wragg

Date EIA commenced March 2010

EIA Completed and Approved

Signature (Lead Director):

Name (print) Sula Wiltshire

Job Title: Associate Director, Quality and Clinical Standards

Date: 11 August 2010

ONCE COMPLETED, PLEASE SUBMIT TO EQUALITY AND DIVERSITY LEAD FOR EVIDENCE AND PUBLICATION.

STAGE 1: Standard Screening

EIA questions	EIA Narrative	Sources of Evidence
1. What is purpose and objectives of the policy, proposal or service?	<ul style="list-style-type: none"> • Describe the aims and objectives of the policy, proposal or service. • What are the intended outcomes? • How does it fit into the PCT's strategic aims. • Is it a new or redesigned policy or service. • Are any other partners/stakeholders involved? 	<p>This document is intended to provide NHS Oxfordshire with a policy and a response plan for dealing with suspected fraud and corruption, and other illegal acts involving dishonesty or damage to property. The policy has been redesigned and is in partnership with Parkhill Audit Agency who is the Local Counter Fraud Service provider.</p>
2. Who is the policy, proposal or service aimed at?	<ul style="list-style-type: none"> • Who are the intended beneficiaries and why? 	<p>NHS Oxfordshire are the intended beneficiaries as any suspected fraud and corruption and other illegal acts involving dishonesty or damage to property would financially effect NHS Oxfordshire.</p>
3. Does it affect one group less or more favourably than another (see groups below)?	<ul style="list-style-type: none"> • Consider legal duty to eliminate discrimination, ensure equal opportunities and promotion good relations between different groups. • Adverse impact: disadvantages one or some groups. Also may be differential between disadvantaged groups • Positive impact: positive influence on group- proactively promotes equality. • Neutral impact: similar impact on all groups. 	<p>The Policy does not specifically apply to any group and it does not affect one group less or more favourably than another.</p>
Male or Females		N/A
People of different ages		N/A
People of different ethnic groups		N/A

EIA questions	EIA Narrative	Sources of Evidence
People of different religious beliefs		N/A
People who do not speak English as a first language		N/A
People who have a physical disability	<ul style="list-style-type: none"> • Disability: is a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. • Focus on the 'social model' of disability, which recognises the negative impact on disabled people of a society designed for non-disabled people. 	N/A
People who have a mental disability		N/A
People with learning disabilities		N/A
Women who are pregnant or on maternity absence		N/A
Single parent families		N/A
People with different sexual orientations		N/A
People with different work patterns (part-time, full-time, job-share, short-term contractors,		N/A

EIA questions	EIA Narrative	Sources of Evidence
employed, unemployed)		
People in deprived areas and people from different socio/economic groups		N/A
Asylum seekers and refugees		N/A
Prisoners and people confined to closed institutions, community offenders		N/A
Carers		N/A
Rural and/or isolated communities		N/A
<p>4. Have you identified any potential discrimination or adverse impact that cannot be legally justified?</p> <p>If unsure, consult with the PCT Equality and Diversity Lead.</p>	<ul style="list-style-type: none"> • Have you got evidence to support this assessment (statistics, previous consultations, Health needs assessments, surveys etc) • Is the evidence valid and how have you weighted it? 	N/A

STAGE 2: Detailed Screening (PCT's Equality and Diversity Lead to advise)

EIA questions	EIA Narrative	Sources of Evidence
<p>1. Need for early involvement/ consultation with patients, the public and representative organisations. (named PPI Lead can offer advice)</p>	<ul style="list-style-type: none"> • Explain appropriateness of consultation method/s? • Is there any public concern that the policy, service or proposal is discriminatory? 	<p>N/A</p>
<p>2. Consider how you are going to amend the proposal or policy to eliminate the discrimination.</p>	<ul style="list-style-type: none"> • Who should be involved in decision making? • How have you weighted all the evidence? • Explain reasons for decision? 	<p>N/A</p>
<p>3. Consultation with community and representatives on amended proposal.</p>		<p>N/A</p>
<p>4. What processes are in place for on-going monitoring of policy or proposal implementation?</p>	<ul style="list-style-type: none"> • What monitoring criteria? • Who will be responsible for monitoring? • How often are you going to monitor? • When will you review? 	<p>The LCFS in conjunction with the Director of Finance will be responsible for the monitoring of the Policy on an ongoing basis with a review every year.</p>

EIA Action Plan Follow-up

(for EIA of existing services, policies or projects)

EIA Recommendations	Key actions required	Officer Responsible	Progress Made