

Equality Impact Assessment Toolkit

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

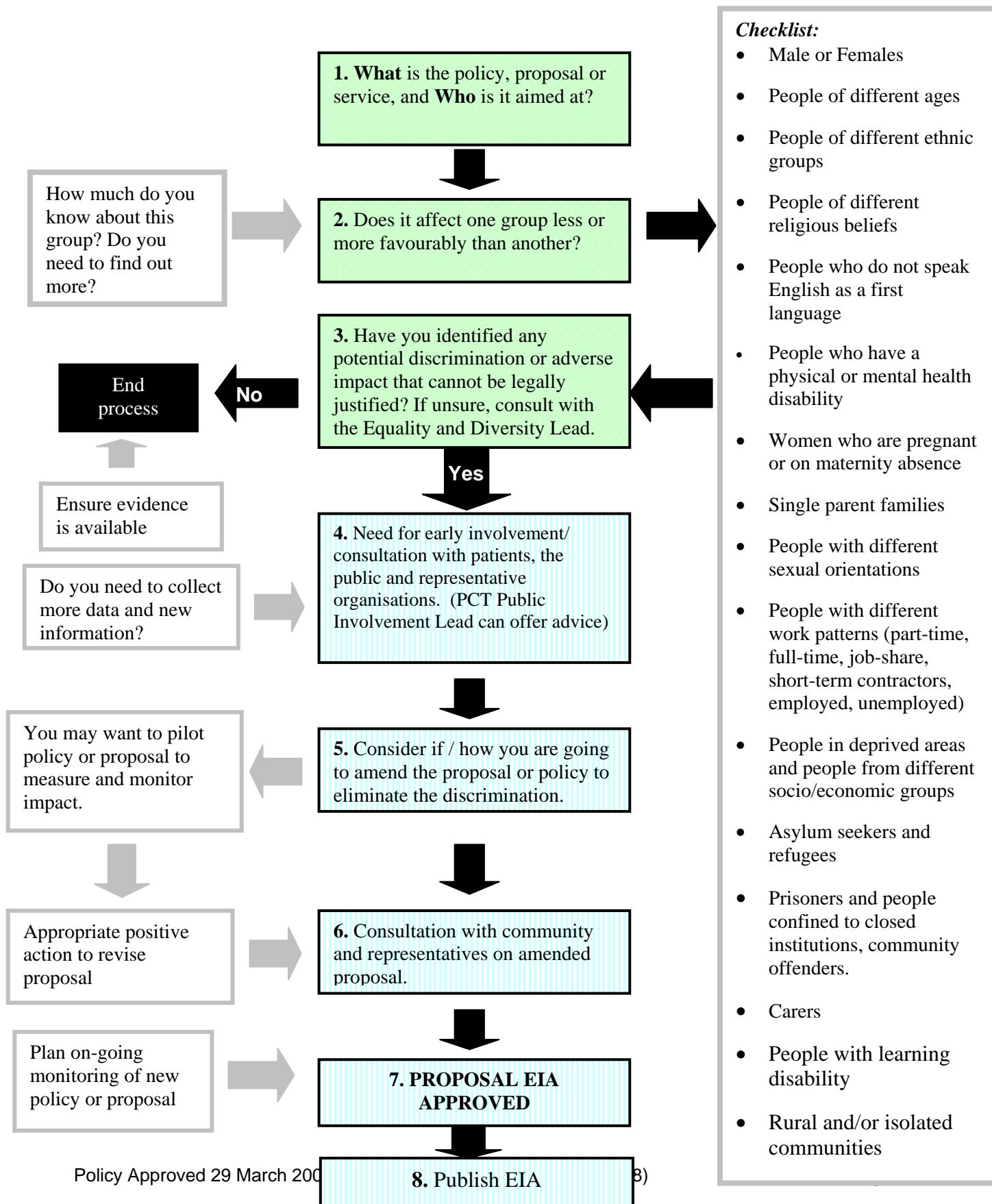
Discrimination:

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 Policy_____

Name of EIA Lead ___Liz Wragg_____

Others involved in assessment_____

Date EIA commenced___1 March 2010_____

EIA Completed and Approved

Signature (Lead Director): _____

Name (print) _____

Job Title: _____

Date: _____

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>The purpose of this document is to provide a strategy for the management of risks within the PCT for 2010/11 and beyond. It lays out the Trust's attitude to Risk and its underpinning philosophy as well as descriptions of accountabilities, processes, setting out the requirement for a consistent and realistic approach to Risk Management. More detail concerning risk management process can be found in the Risk Management Policy.</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>This Strategy applies to all Oxfordshire Primary Care Trust (PCT) staff.</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. 	<ul style="list-style-type: none"> • List and attach any initial data sources used to find out more about these groups: eg census data; Index of Multiple deprivation; QOF; secondary service data; local authority data; local health needs assessment; complaints; public consultations etc <p>This policy is for the sole use of Oxfordshire PCT employees. Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation,</p>

EIA questions	EIA Narrative	Sources of Evidence
		culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
Male or Females		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
People of different ages		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
People of different ethnic groups		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a

EIA questions	EIA Narrative	Sources of Evidence
		discriminatory impact on any staff member.
People of different religious beliefs		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
People who do not speak English as a first language		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
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. 	Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.

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People who have a mental disability		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
People with learning disabilities		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
Women who are pregnant or on maternity absence		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
Single parent families		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to

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		differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
People with different sexual orientations		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
People with different work patterns (part-time, full-time, job-share, short-term contractors, employed, unemployed)		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
People in deprived areas and people from different socio/economic groups		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working

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		arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
Asylum seekers and refugees		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
Prisoners and people confined to closed institutions, community offenders		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
Carers		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff

EIA questions	EIA Narrative	Sources of Evidence
		member.
Rural and/or isolated communities		Oxfordshire PCT recognises that staff groups may be diverse in many ways and the strategy is not intended to differentiate according to gender, race, religious belief, sexual orientation, culture, language, disability, working arrangements or any other factor. It is not felt that the strategy will have a discriminatory impact on any staff member.
<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? 	<ul style="list-style-type: none"> • List and attach any extra evidence <p>N/A</p>

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? 	<ul style="list-style-type: none"> • Record and attach written evidence of consultation process and findings.
<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>3. Consultation with community and representatives on amended proposal.</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? 	

EIA Action Plan Follow-up

(for EIA of existing services, policies or projects)

EIA Recommendations	Key actions required	Officer Responsible	Progress Made