

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

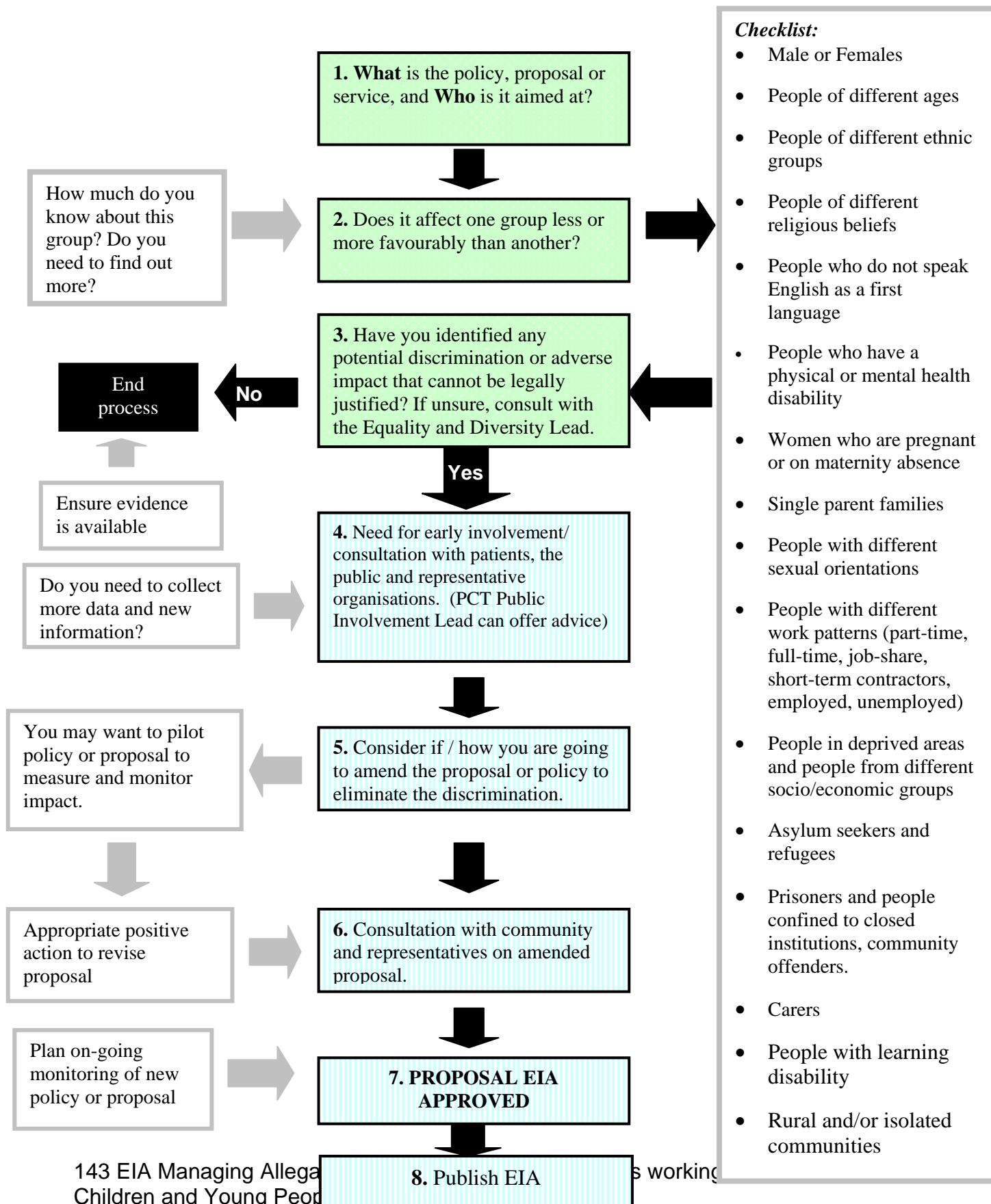
Discrimination:

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 _____ Allegations Management Policy for staff working with CYP

Name of EIA Lead _____ Mary Hardwick

Others involved in assessment _____

Date EIA commenced _____ 1.2.2011 _____

EIA Completed and Approved

Signature (Lead Director): _____

Name (print) _____ JANE BELL

Job Title: _____ Designated Child Protection Nurse

Date: _____ 1.2.2011

**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 about managing allegations against staff and volunteers and which might indicate that a person is unsuitable to continue</p> <p>Oxfordshire Primary Care Trust is committed to promoting the welfare of children and young people and to protecting them from the risks of harm.</p> <p>The policy has been updated from a previous version.</p> <p>It is a CQC and Oxfordshire Children's Safeguarding Board requirement to have such a 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>The PCT recognises its responsibility to ensure that safe working systems are in place for staff working with children and families and staff working with adults who have children in their care. The policy serves to protect CYP from inappropriate care/management, and also ensure staff are treated fairly if an allegation is made against them.</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>This policy applies equally to ALL CYP (i.e. disabled, all ages 0-18), and to ALL staff paid or unpaid.</p>

EIA questions	EIA Narrative	Sources of Evidence
Male or Females		See above
People of different ages		See above
People of different ethnic groups		See above
People of different religious beliefs		See above
People who do not speak English as a first language		See above
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. 	See above
People who have a mental disability		See above
People with learning disabilities		See above
Women who are pregnant or on maternity absence		

EIA questions	EIA Narrative	Sources of Evidence
Single parent families		As above
People with different sexual orientations		As above
People with different work patterns (part-time, full-time, job-share, short-term contractors, employed, unemployed)		As above
People in deprived areas and people from different socio/economic groups		As above
Asylum seekers and refugees		As above
Prisoners and people confined to closed institutions, community offenders		As above
Carers		As above
Rural and/or isolated communities		As above
4. Have you identified any potential discrimination or adverse impact that cannot be legally justified?	<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? 	Allegations are reported externally to the Local Authority Designated Officer, and monitored by the OSCB. This serves to highlight potential discriminatory practice

EIA questions	EIA Narrative	Sources of Evidence
If unsure, consult with the PCT Equality and Diversity Lead.		

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