

## 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** Appraisal Policy

**Name of EIA Lead** Sue Byrne

**Others involved in assessment**

**Date EIA commenced** 07/3/2011

### 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

<p><b>1. What is purpose and objectives of the policy, proposal or service?</b></p>	<ul style="list-style-type: none"> <li>• The policy provides a framework for appraisal procedures that include both performance monitoring and a knowledge &amp; skills development review, with emphasis on personal development as a way of ensuring safe working practices, continuous service improvement and effective career / succession planning</li> <li>• The trust is committed to ensuring the best quality of patient care and in order to deliver its strategic and operational objectives the organisation requires a competent and capable workforce which has the required skills and knowledge to deliver high quality services to the local population.</li> <li>• This is a new policy</li> <li>•</li> </ul>
<p><b>1. Who is the policy, proposal or service aimed at?</b></p>	<ul style="list-style-type: none"> <li>• The policy applies to all staff covered by Agenda for Change and those staff employed in Social Care on local terms and conditions.</li> <li>• The policy does not apply to medical / dental staff who have separate appraisal arrangements and processes.</li> </ul>
<p><b>2. Does it affect one group less or more favourably than another (see groups below)?</b></p>	<ul style="list-style-type: none"> <li>• Applies to all staff on Agenda for Change terms and conditions.</li> <li>• Excludes Dentists and Doctors who have different appraisal procedures to adhere to.</li> </ul>
<p>Male or Females</p>	
<p>People of different ages</p>	
<p>People of different ethnic groups</p>	
<p>People of different religious beliefs</p>	
<p>People who do not speak English as a first language</p>	
<p>People who have a physical disability</p>	
<p>People who have a mental disability</p>	
<p>People with learning disabilities</p>	
<p>Women who are pregnant or on maternity absence</p>	
<p>Single parent families</p>	
<p>People with different sexual orientations</p>	
<p>People with different work patterns (part-time, full-time, job-share, short-term contractors, employed, unemployed)</p>	

People in deprived areas and people from different socio/economic groups	
Asylum seekers and refugees	
Prisoners and people confined to closed institutions, community offenders	
Carers	
Rural and/or isolated communities	
<b>3. Have you identified any potential discrimination or adverse impact that cannot be legally justified?</b>  If unsure, consult with the PCT Equality and Diversity Lead.	NO

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

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