

# 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

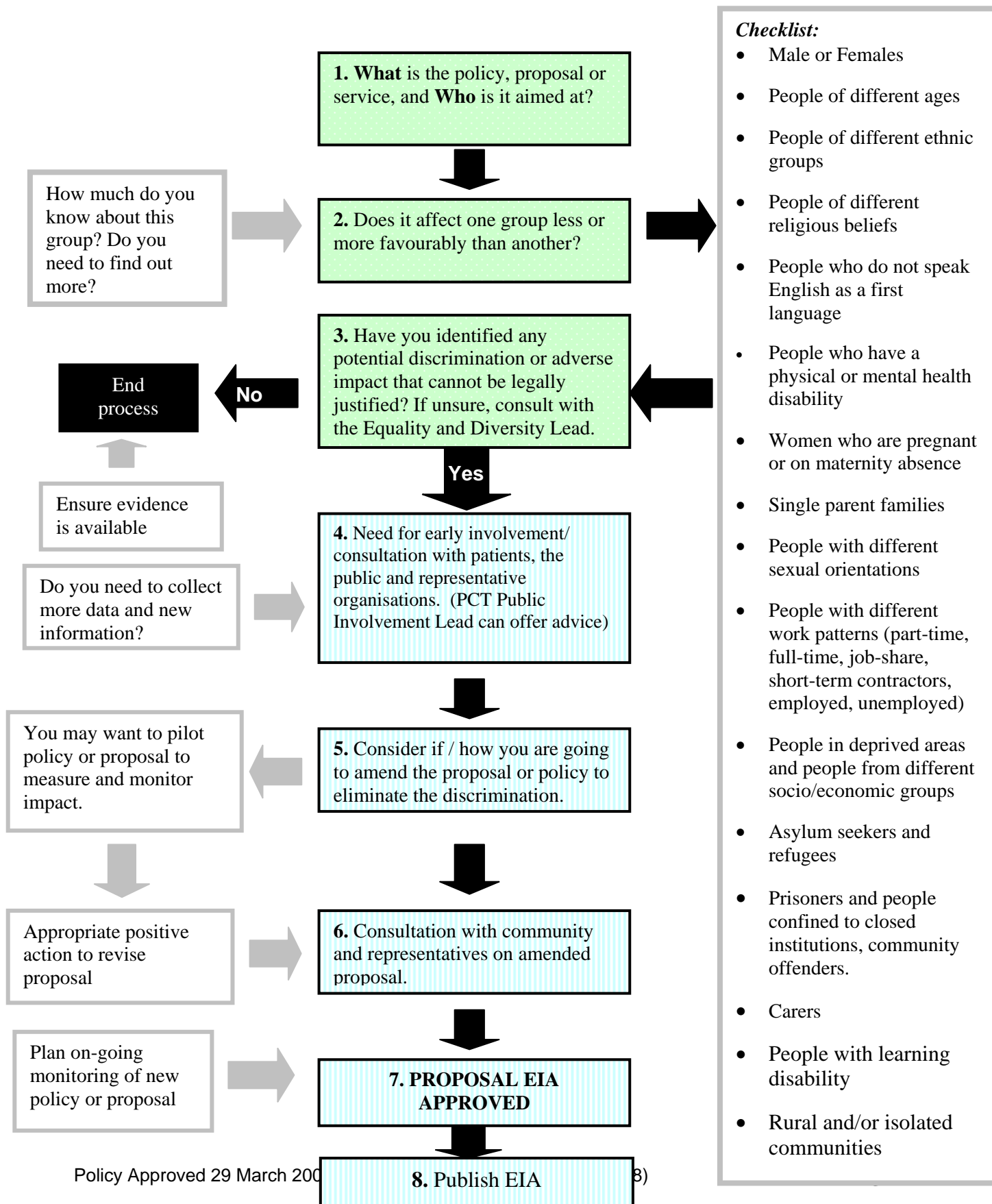
#### **Discrimination:**

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** \_\_Research Governance Process\_\_\_\_\_

**Name of EIA Lead** \_\_Amy Hewitt\_\_\_\_\_

**Others involved in assessment**\_\_\_\_\_

**Date EIA commenced** \_\_19<sup>th</sup> May 2009 \_\_\_\_\_

### 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
<b>1. What is purpose and objectives of the policy, proposal or service?</b>	<ul style="list-style-type: none"> <li>• Describe the aims and objectives of the policy, proposal or service.</li> <li>• What are the intended outcomes?</li> <li>• How does it fit into the PCT's strategic aims.</li> <li>• Is it a new or redesigned policy or service.</li> <li>• Are any other partners/stakeholders involved?</li> </ul>	
<b>2. Who is the policy, proposal or service aimed at?</b>	<ul style="list-style-type: none"> <li>• Who are the intended beneficiaries and why?</li> </ul>	All staff
<b>3. Does it affect one group less or more favourably than another (see groups below)?</b>	<ul style="list-style-type: none"> <li>• Consider legal duty to eliminate discrimination, ensure equal opportunities and promotion good relations between different groups.</li> <li>• Adverse impact: disadvantages one or some groups. Also may be differential between disadvantaged groups</li> <li>• Positive impact: positive influence on group- proactively promotes equality.</li> <li>• Neutral impact: similar impact on all groups.</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Male or Females		No
People of different ages		No
People of different ethnic groups		No

EIA questions	EIA Narrative	Sources of Evidence
People of different religious beliefs		No
People who do not speak English as a first language		No
People who have a physical disability	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Focus on the 'social model' of disability, which recognises the negative impact on disabled people of a society designed for non-disabled people.</li> </ul>	No
People who have a mental disability		No
People with learning disabilities		No
Women who are pregnant or on maternity absence		No
Single parent families		No
People with different sexual orientations		No
People with different work patterns (part-time, full-time, job-share, short-term contractors,		No

EIA questions	EIA Narrative	Sources of Evidence
employed, unemployed)		
People in deprived areas and people from different socio/economic groups		No
Asylum seekers and refugees		No
Prisoners and people confined to closed institutions, community offenders		No
Carers		No
Rural and/or isolated communities		No
<p><b>4. Have you identified any potential discrimination or adverse impact that cannot be legally justified?</b></p> <p>If unsure, consult with the PCT Equality and Diversity Lead.</p>	<ul style="list-style-type: none"> <li>• Have you got evidence to support this assessment (statistics, previous consultations, Health needs assessments, surveys etc)</li> <li>• Is the evidence valid and how have you weighted it?</li> </ul>	<ul style="list-style-type: none"> <li>• List and attach any extra evidence</li> </ul> <p>No</p>

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

EIA questions	EIA Narrative	Sources of Evidence
<p><b>1. Need for early involvement/ consultation with patients, the public and representative organisations.</b> (named PPI Lead can offer advice)</p>	<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>	<ul style="list-style-type: none"> <li>• Record and attach written evidence of consultation process and findings.</li> </ul> <p>No</p>
<p><b>2. Consider how you are going to amend the proposal or policy to eliminate the discrimination.</b></p>	<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>	<p>N/A</p>
<p><b>3. Consultation with community and representatives on amended proposal.</b></p>		<p>N/A</p>
<p><b>4. What processes are in place for on-going monitoring of policy or proposal implementation?</b></p>	<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>	

## EIA Action Plan Follow-up

*(for EIA of existing services, policies or projects)*

<b>EIA Recommendations</b>	<b>Key actions required</b>	<b>Officer Responsible</b>	<b>Progress Made</b>