

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

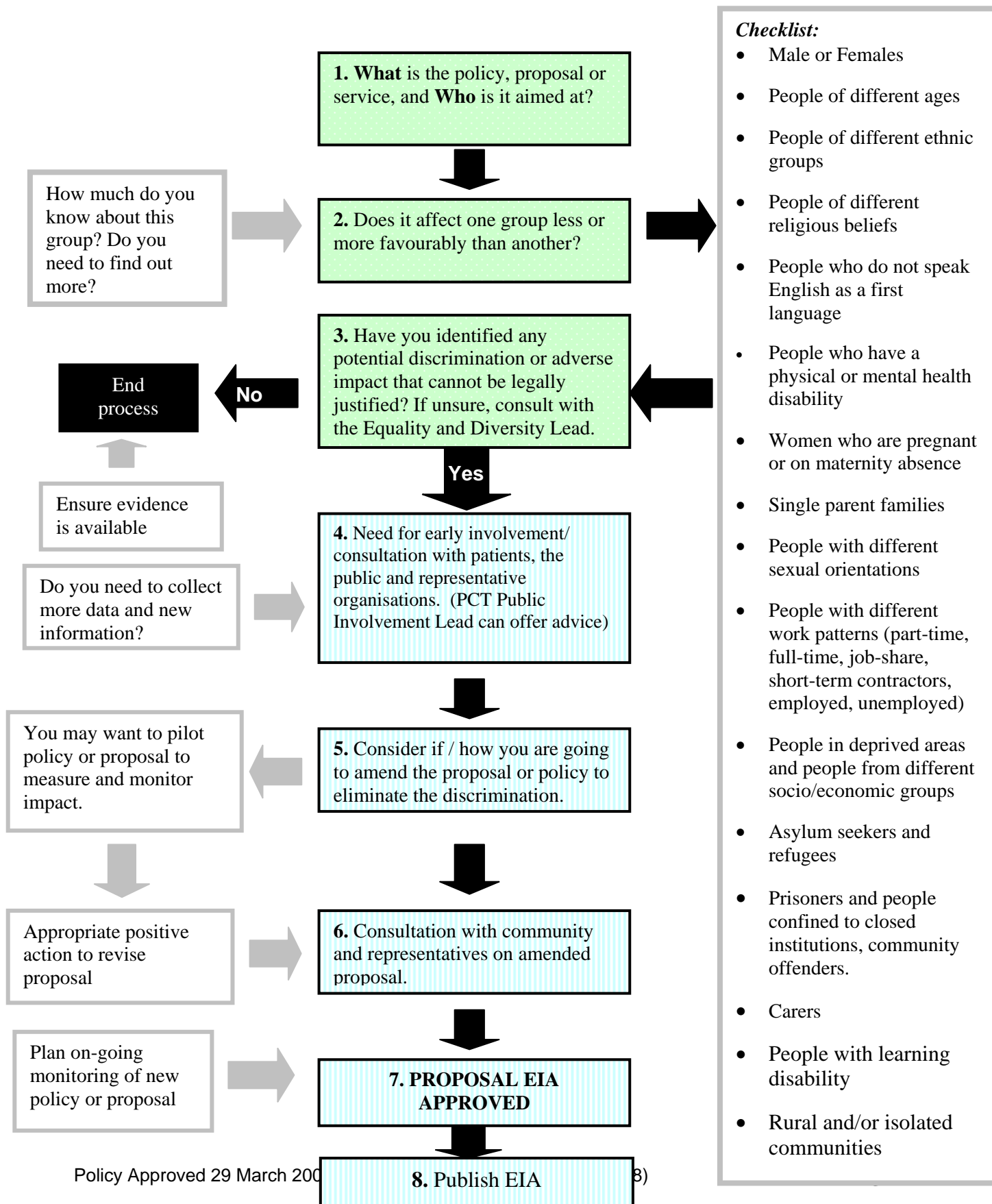
Discrimination:

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 - Guidelines to Support Implementation of Protection of Vulnerable Adults

Name of EIA Lead - Moira Gilroy

Others involved in assessment - Multi-agency approach in developing these guidelines and reflects the Oxfordshire Safeguarding Adults Policy (April 2008 and most recently reviewed April 2009)

Date EIA commenced - 26th 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
<p>1. What is purpose and objectives of the policy, proposal or service?</p>	<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 aim is to give staff a clear understanding of the reporting mechanism of concerns relating to Vulnerable Adults within Community Health Oxfordshire and the process to be undertaken.</p> <p>The agreed strategy across Oxfordshire is that there is a multi-agency approach to the protection of vulnerable adults.</p> <p>These guidelines support the implementation of the Oxfordshire Safeguarding Adults Policy</p> <p>Theses guidelines have therefore been developed with partner agencies and reflect the Oxfordshire Safeguarding Adults Policy</p>
<p>2. Who is the policy, proposal or service aimed at?</p>	<ul style="list-style-type: none"> • Who are the intended beneficiaries and why? 	<p>The target group are all staff employed by Oxfordshire PCT who work with vulnerable adults as defined in the Oxfordshire Safeguarding Adults Policy.</p>
<p>3. Does it affect one group less or more favourably than another (see groups below)?</p>	<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>There is a neutral impact on all groups of adults over the age of 18.</p> <p>People under 18 are managed through the Safeguarding Children procedures.</p>

EIA questions	EIA Narrative	Sources of Evidence
Male or Females		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
People of different ages		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
People of different ethnic groups		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
People of different religious beliefs		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
People who do not speak English as a first language		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
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. 	There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
People who have a mental disability		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.

EIA questions	EIA Narrative	Sources of Evidence
People with learning disabilities		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
Women who are pregnant or on maternity absence		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
Single parent families		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
People with different sexual orientations		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
People with different work patterns (part-time, full-time, job-share, short-term contractors, employed, unemployed)		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
People in deprived areas and people from different socio/economic groups		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
Asylum seekers and refugees		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.

EIA questions	EIA Narrative	Sources of Evidence
Prisoners and people confined to closed institutions, community offenders		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
Carers		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
Rural and/or isolated communities		There is a neutral impact on all groups of adults over the age of 18. People under 18 are managed through the Safeguarding Children procedures.
<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