

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

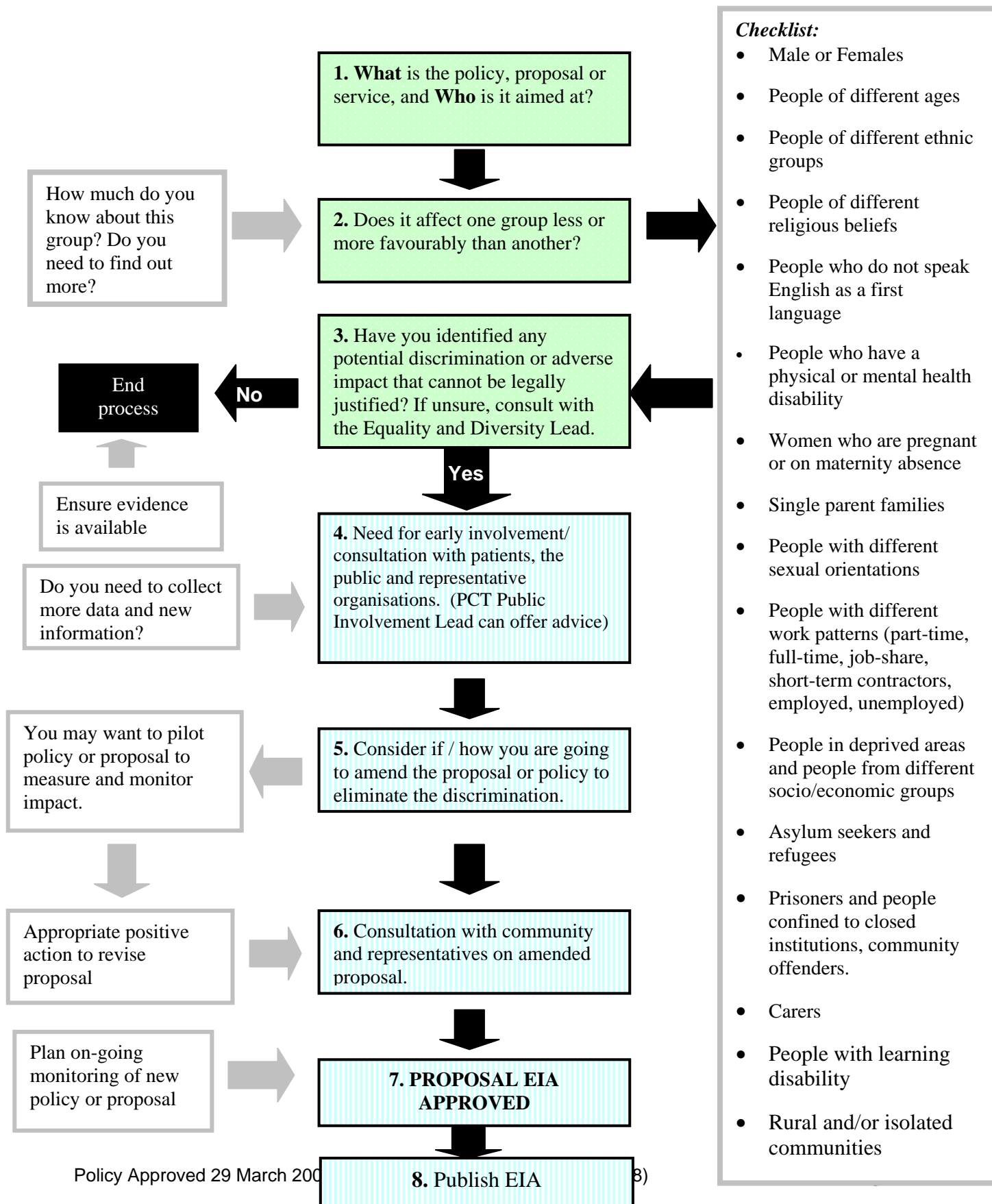
Discrimination:

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 ___Policy & Guideline for the Assessment, Prevention & Management of Slips, Trips & Falls among Staff & Others in PCT premises

Name of EIA Lead___ Antoinette Broad/Jenny Watson _____

Others involved in assessment: _____

Date EIA commenced __15th June 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>	<p>Set guidelines for the assessment, prevention and management of staff and others who have slipped tripped or fallen. Out comes are to reduce the risk of injury to persons from a slip trip or fall It fits with the PCT strategic aims of delivering high quality services that understands and manages risks.</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>Staff, patients, contractors and other visitors on sight- because all are at potential risk of slips, trips and falls</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>The policy does not affect one group less or more favourably than the other.</p>	<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>Male or Females</p>		
<p>People of different ages</p>		
<p>People of different ethnic groups</p>		

EIA questions	EIA Narrative	Sources of Evidence
People of different religious beliefs		
People who do not speak English as a first language		
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. 	
People who have a mental disability		
People with learning disabilities		
Women who are pregnant or on maternity absence		
Single parent families		
People with different sexual orientations		
People with different work patterns (part-time, full-time, job-share, short-term contractors,		

EIA questions	EIA Narrative	Sources of Evidence
employed, unemployed)		
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		
<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

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