

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

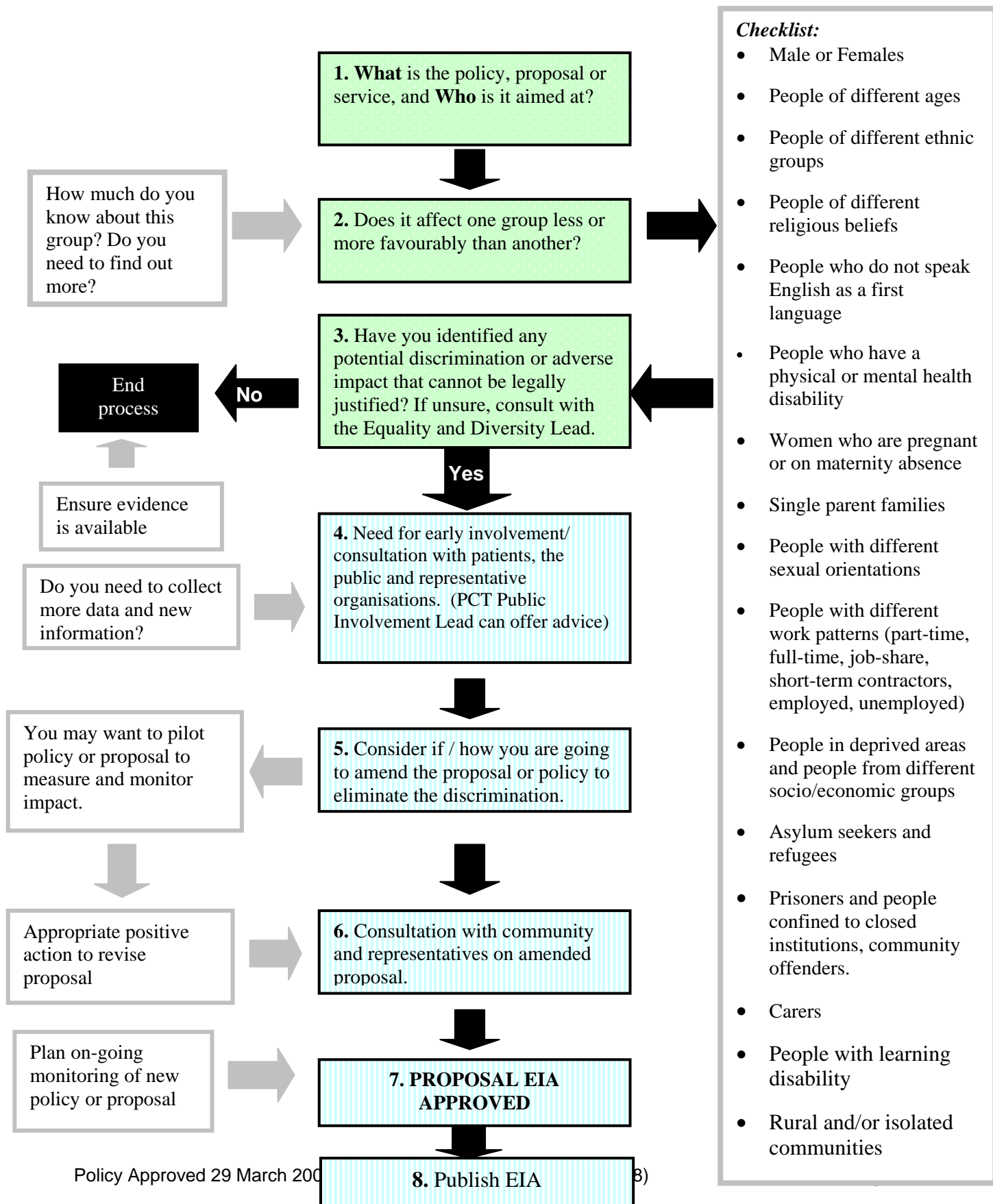
Discrimination:

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 _Mobile Working and Remote Access Facilities

Lead_____Wendy Gee____

Others involved in assessment_____

Date EIA commenced_____8.4.2011_____

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

EIA questions	EIA Narrative	Sources of Evidence
<p>1. What is purpose and objectives of the policy, proposal or service?</p>	<p>Mobile computing and tele-working pose a substantial risk in that devices may be lost, damaged, or stolen, potentially resulting in loss or inappropriate disclosure of data. When using mobile computing, the risks of working in an unprotected environment must be considered and mitigated where possible by the use of appropriate security procedures or facilities. It is essential therefore that mobile working and remote access to PCT systems are approved in advance in order that the organisation can be assured that Staff working remotely do so safely and securely.</p> <p>The Trust's Policy is that remote access to the network will be subject to robust authentication and that VPN connections to the network are only permitted for authorised users ensuring that use is authenticated and data is encrypted during transit across the network.</p>	
<p>2. Who is the policy, proposal or service aimed at?</p>	<p>Staff – guidance on proper access to Trust systems and information from remote sites</p> <p>Patients – assurance that their information is held securely and managed safely</p>	
<p>3. Does it affect one group less or more favourably than another (see groups below)?</p>	<p>No</p>	

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

EIA questions	EIA Narrative	Sources of Evidence
Single parent families	Neutral	
People with different sexual orientations	Neutral	
People with different work patterns (part-time, full-time, job-share, short-term contractors, employed, unemployed)	Neutral	
People in deprived areas and people from different socio/economic groups	Neutral	
Asylum seekers and refugees	Neutral	
Prisoners and people confined to closed institutions, community offenders	Neutral	
Carers	Neutral	
Rural and/or isolated communities	Neutral	
4. Have you identified any potential discrimination or adverse impact that cannot be legally	No	

EIA questions	EIA Narrative	Sources of Evidence
<p>justified?</p> <p>If unsure, consult with the PCT Equality and Diversity Lead.</p>		

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>	<p>No</p>	<ul style="list-style-type: none"> • .
<p>2. Consider how you are going to amend the proposal or policy to eliminate the discrimination.</p>	<p>N/A</p>	
<p>3. Consultation with community and representatives on amended proposal.</p>	<p>N/A</p>	
<p>4. What processes are in place for on-going monitoring of policy or proposal implementation?</p>	<p>Policy due for review April 2012 will be managed by the I G Group and approved by IQCS</p>	

EIA Action Plan Follow-up

(for EIA of existing services, policies or projects)

EIA Recommendations	Key actions required	Officer Responsible	Progress Made