



An outstanding experience for our patients

2. What is an Equality Impact Assessment?

An EIA is a business planning tool to help make sure that we carry out our functions and deliver our services in the way they are intended and for everybody.

The purpose of an Equality Impact Assessment (EIA) is to improve the work of the Trust by making sure it does not discriminate and that, where possible, promotes equality. It is a way to make sure individuals and teams think carefully about the likely impact of their work on service users and take action to improve activities, where appropriate.

EIA's make sure we meet our legal equality duties through assessment of the likely (or actual) effects of our policies, functions or services on the diverse communities we serve. This includes identifying benefits for different groups, looking for opportunities to promote equality that have been previously missed, as well as negative impacts that can be removed, mitigated or justified.

The EIA process has been designed to be flexible and look at all impacts of our decisions, policies, functions and practices both positive and negative. It is not restricted to looking at equality issues and those with protected characteristics. It is an inclusive process which covers equality impact, community impact and impact upon our workforce impact. The EIA template includes a reminder of these groups, however it is not an exclusive list.

The EIA is carried out by completing a form, drawing on existing research, monitoring information, and consultation. Once this has been completed, action plans can be drawn up and any decisions to change the delivery of an activity or policy can be made.

Equality Impact Assessment should not be seen as a separate exercise for Managers to undertake. It should be built in as an integral part of continuous service and performance review. Assessing for equality impact is an aspect of delivering service improvements. For some of the services, equality considerations may already be well integrated into service planning and review. The Equality Impact Assessment Process will simply enable services to document equality deliberations and conclusions and show transparency and accountability to the wider community.



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An EIA should be completed by at least two people.

Those with ownership of the function, policy, process or decision will be able to undertake a lot of the background work for themselves, but the focus of the EIA is a thought process that is influenced by discussion. It is important that the EIA is considered by at least two people. This should include:

A manager who can make decisions about the final content. The manager may be nominated by the owner of the function, policy, process or decision and at least one of the following;

An operational worker who delivers the service, and/or

An informed observer¹ who can challenge and question.

An EIA should be started when you start planning for your decision, policy, function or process.

It is most useful and effective when it is started as you begin your plan(n)-3e(E,h kh kh kh kh kh kh kh

The EIA Form is a means of auditing the EIA process. It has been redesigned to be more user friendly and includes some prompts to assist in completion.

The form is broken down into a number of sections:

Page 1:

The EIA Number will be allocated by the Head of Diversity & Inclusion.

The form begins by asking you;

| | | | |
|---|--------------------|--|--|
| EIA No: <i>(To be inserted by Head of D&I)</i> | | | |
| What is being assessed? (Name of Policy, process, procedure, decision.) | | | |
| Owner/Author: | | | |
| What are the main aims and objectives of the Policy/Document/project or programme | | | |
| Date EIA Commenced | | | |
| Person leading the EIA <i>(Required to complete MLE EIA learning prior to commencing EIA).</i> | Name | | |
| | Job Title | | |
| | Date Completed MLE | | |

What is being assessed *The title of the Policy, process, procedure or decision)*

The Owner/Author of the policy, process, procedure of decision.

A description of what is being assessed *Some paragraphs describing the purpose of the policy, process, procedure or decision.*

Date EIA commenced.

Persons Involved in completing the EIA

The form is then broken down into four sections, each described in the following sections of this guidance (8)(9)(10)(11);

x Section 1: SCREENING (8)

| Criteria | Yes | No |
|---|--------------------------|--------------------------|
| Does the policy* affect people? | <input type="checkbox"/> | <input type="checkbox"/> |
| Could or does the policy* affect one or more equality target group(s) in a different way to other groups? | <input type="checkbox"/> | <input type="checkbox"/> |
| Could or do different equality groups have different needs in relation to the policy*? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the policy* | | |

To assist in identifying who may be affected the form contains the following aide memoir. The contents are not exclusive and we would ask those completing the EIA to consider all people who may be affected.

| Protected Characteristics | Community | Staff |
|---|---|--|
| Age Ethnicity Gender Sexual orientation Disability Gender reassignment Religion/Belief Pregnancy/Maternity Marriage/Civil partnership | Patients. Members of the local community. Specific Community Groups | Consider if this has an effect on any particular staff group or all of our workforce. Also consider our volunteers. |
| Please detail affected groups: | | |

Please detail affected groups or those who need to be consulted to ascertain the impact.

In this section we are asking you to identify those groups who you know will be affected by the policy, process, procedure or decision. If you are unsure of the effect it will have we also ask you to identify who needs to be consulted to ascertain what that effect is.

If you are at a loss as to which groups may be affected you can consult the Head of Diversity & Inclusion for guidance.

If you identify that groups or individuals need to be consulted you can delay completing the following questions until the consultation has been completed.



| | Evidence of Impact (<i>including relevant equality data and both positive and negative impacts</i>). | Mitigation (<i>if positive impact how can this be replicated?</i>) |
|-------------------|---|---|
| Age | | |
| Disability | | |
| Gender | | |
| Racac6y | | |



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