



Ashton, Leigh and Wigan

Equality Impact Assessment Template

Equality Impact Assessment Template

Background

The Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005 and the Equality Act 2006 requires the Trust to prioritise and set out those of its existing and proposed **policies and strategies (services)** that have been assessed as **relevant** to the **general duty** of promoting equality. During assessments undertaken whilst developing the Trusts Equality Scheme it was agreed that all policies, procedures and strategies (services) would be included in the Equality Impact Assessment process.

About this template

This template guides you through the process for ensuring that the above duty is met. All completed templates must be forwarded to the Equality, Diversity & Inclusion Unit. You should also retain a copy for your records which will be made available upon request, to staff, members of the public, statutory and/or inspectorate bodies.

You should not attempt to complete this template until you have attended training sessions on Equality & Diversity & Impact Assessments.

Definitions

In terms of the legislation, **relevant** means ‘having implications for, or affecting, the promotion of equality’. The Trust has broadened this to include all areas of anti-discrimination law, such that relevance refers to ‘having negative implications for, or affecting people from any **equality target group** regardless of their race, ethnicity, cultural background, religion, belief, disability, gender, sexual orientation, age, employment or HIV status, or responsibilities as a carer.

The term **strategy** is intended to encompass the full range of the Trusts duties and powers, which includes clinical and corporate services.

The term **policy** means the full range of formal and informal decisions made in carrying out a strategy or delivering a particular service. Policies may take the form of a clear written statement, or may be implicit in management decisions or “custom” and “practice”. Policies may also take the form of a strategy or action plan.

The terms:

- **procedure** means any process used to deliver a strategy or to apply a policy.
- **facility** refers to any accommodation where staff are based or services are provided from.

A policy, procedure, strategy (service) or facility is relevant if it has implications for, or in any way affects the elimination of unlawful discrimination or the promotion of equality. In practice any policy, procedure or strategy (service) that has a direct or indirect impact on the public may be potentially relevant. This may include strategies, policies, procedures or facilities relating to service delivery, policy formulation, employment and patient/public involvement. Some strategies (services) may be less relevant but need to be included in the assessment process to provide an audit trail showing that they have been considered and identifying any evidence that supported the decision.

Consideration must also be given to all policies, procedures or strategies (services) carried out wholly or partly through a contractor and to those that are carried out in partnership

Evidence

It is important that there is clear evidence for the decision on whether the policy, procedure, strategy (service) or facility has a high, medium or low impact. This may be through:

- Knowledge of e.g. the culture of a particular ethnic group
- Complaints
- Surveys
- Performance data
- Inspection/audit/ assessment
- Anecdotal evidence

Some key points to consider when assessing the possible impact of strategies/ policies and procedures

- Could the policy or the way the strategy (service) is carried out have an adverse impact on people from equality target groups? In other words, does it put some diverse groups at a disadvantage?
- Could the policy or the way the strategy (service) is carried out have an adverse impact on relations between different groups?
- Is the adverse impact, if any, unavoidable? Could it be considered to be unlawful discrimination? Can it be justified by the aims and importance of the policy or strategy (service)? Are there other ways in which the Trusts aims can be achieved without causing adverse impact on some diverse groups?
- Could taking particular measures reduce the adverse impact?
- Is further research or consultation necessary? Would this research or consultation be proportionate to the importance of the policy or strategy (service)? Is it likely to lead to a different outcome?

Race and Ethnicity

- The provision of an interpreter for people whose first language is not English,
- Written communication and use of language particularly jargon or colloquialisms etc,
- Respect in terms of religion, belief and culture.

Age

- Any discriminatory employment practices including recruitment, personal development, promotion, entitlements and retention,
- Services should be provided, regardless of age, on the basis of clinical need alone.

Religion, Belief and Culture

- Prayer facilities for service users and staff,
- Dietary requirements,
- Gender of staff when caring for females,

- Respect for requests from staff to have time off for religious festivals and strategies,
- Respect for dress codes.

Disability

- Reasonable steps that can be taken to accommodate the disabled persons requirements including,
 - physical access,
 - format of information,
 - time of interview or consultation event,
 - personal assistance,
 - interpreter,
 - induction loop system,
 - independent living equipment,
 - content of interview or course, etc.
- Steps to make reasonable adjustments to service delivery and employment practices to ensure “accessible to all”.

Gender

- Equal access to recruitment, personal development, promotion and retention,
- Childcare arrangements that do not exclude a candidate from employment and the need for flexible working,
- The provision of single sex facilities, toilets, wards, etc,
- Equality of opportunity in relation to health care for individuals irrespective of whether or not they are single divorced, separated, living together or married.

Sexual orientation

- Recognition and respect of individuals sexuality,
- Recognition of same sex relationships in respect to consent and inheritance,
- The maintenance of confidentiality about an individual’s sexuality.

Carers

- Reasonable steps that can be taken to accommodate carers requirements, such as,
 - time of meetings or interviews,
 - flexible working,
 - carers’ assessments.

Please Note

***Section 14 should only be completed if you are assessing a strategy (service).**

EQUALITY IMPACT ASSESSMENT TEMPLATE

1. Directorate:	2. Department:	
3. Tel No:	4. Person completing this form:	
5. Start date of this assessment:	6. Title of policy/strategy /service/project etc being assessed:	
7. Is the policy/strategy /service/project etc Existing & Being Reviewed [] or a New Development []		
8. Will staff or patients be affected by this policy/strategy/service/project etc ?		If staff, what is the headcount?
9. Have they been involved in the development of the policy/strategy/service/project etc? Yes [] No [] If YES, who and how?		
10. What are the main purposes (aims/ objectives) of this policy/strategy/service/project etc?		

11a. In relation to Staff do you have any data on the number of people from Equality Target Groups that will be affected by this policy/strategy/service/project being assessed? Such as Recruitment Monitoring, National Census

(i) People from different: Racial & ethnic groups, Gypsies, travellers Refugees and asylum seekers	Yes [] No [] Some not others [] Not applicable []	Details:
(ii) People of different gender (male, female, transgender)	Yes [] No [] Not applicable []	Details:
(iii) People from different religions or beliefs	Yes [] No [] Not applicable []	Details:
(iv) Disabled people with: Physical impairments (including wheelchair users) Sensory impairment Mental illness Learning disabilities	Yes [] No [] Some not others [] Not applicable []	Details:
(v) People of different ages	Yes [] No [] Not applicable []	Details:
(vi) People of various sexual orientation; lesbian, gay, bisexual,	Yes [] No [] Not applicable []	Details:
(vii) Carers	Yes [] No [] Not applicable []	Details:

11b. In relation to <u>patients and public</u> do you have any data on the number of people from Equality Target Groups that will be affected by this policy/strategy/service/project being assessed? Such as Count Me In Census, Service Monitoring, National Census		
(ii) People from different: Racial & ethnic groups, Gypsies, travellers Refugees and asylum seekers	Yes [] No [] Some not others [] Not applicable []	Details:
(ii) People of different gender (male, female, transgender)	Yes [] No [] Not applicable []	Details:
(iii) People from different religions or beliefs	Yes [] No [] Not applicable []	Details:
(iv) Disabled people with: Physical impairments (including wheelchair users) Sensory impairment Mental illness Learning disabilities	Yes [] No [] Some not others [] Not applicable []	Details:
(v) People of different ages	Yes [] No [] Not applicable []	Details:
(vi) People of various sexual orientation; lesbian, gay, bisexual, transgender	Yes [] No [] Not applicable []	Details:
(vii) Carers	Yes [] No [] Not applicable []	Details:

12. Are you aware of any consultation or involvement events that been held with individuals or organisations from Equality Target Groups that could have influence on the policy/strategy/service/project being assessed? (Consultation could include formal events such as face to face meetings, focus groups, questionnaires, documentation, use of website or email)		
(i) People from different: Racial & ethnic groups, Gypsies, travellers Refugees and asylum seekers	Yes [] No [] Some not others [] Not applicable []	Details:
ii) People of different gender (male, female, transgender)	Yes [] No [] Some not others [] Not applicable []	Details:
(iii) People from different religions or beliefs	Yes [] No [] Some not others [] Not applicable []	Details:
(iv) Disabled people with: Physical impairments (including wheelchair users) Sensory impairment Mental illness Learning disabilities	Yes [] No [] Some not others [] Not applicable []	Details:
(v) People of different ages (children up to 18 and adults)	Yes [] No [] Some not others [] Not applicable []	Details:
(vi) People of various sexual orientation; lesbian, gay, bisexual, transgender	Yes [] No [] Some not others [] Not applicable []	Details:
(vii) Carers (Adults & Young Carers)	Yes [] No [] Some not others [] Not applicable []	Details:
(viii) Collective consultation, where this was open to all stakeholders including staff, patients, carers, members of the general public and partners organisations	Yes [] No [] Some not others [] Not applicable []	Details:

13a. Evidence from Staff:

Do you have any evidence or reason to believe that this policy/strategy/service/project etc, has or could result in an adverse/negative impact on people from Equality Target Groups listed in sections 11 and 12?

This includes anecdotal evidence and information from Staff involvement events, Staff Surveys, Grievances, Health & Safety, Risk, Access & Facilities Audits, Patient & Public Involvement, PEAT Reports

	Race	Disability	Gender	Age	Sexual orientation	Religion or belief	Carers	Any other Groups
I have some evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have no evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list the evidence and/or reasons below:

13b. Evidence from Patients & Public:

Do you have any evidence or reason to believe that this policy/strategy/service/project etc, has or could result in an adverse/negative impact on people from Equality Target Groups listed in sections 11 and 12?

This includes anecdotal evidence and information from Involvement Events, Forums, Patient Satisfaction Surveys, Complaints, Health & Safety, Risk, Access & Facilities Audits, Patient & Public Involvement Forum, PEAT Reports

	Race	Disability	Gender	Age	Sexual orientation	Religion or belief	Carers	Any other Groups
I have some evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have no evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list the evidence and/or reasons below:

Please Note - This section should only be completed if you are assessing a strategy (service).

14. Staff training and other miscellaneous issues...		
(i) Have all staff attended training on Equality & Diversity within the last 2 years?	Yes [] No []	Details:
(ii) Have all managers attended training on Equality & Diversity within the last 2 years? Are you confident that they apply the criteria of the 'Two Ticks' Positive About Disabled People accreditation in all recruitment and workforce situations?	Yes [] No [] Yes [] No []	Details:
(iii) Have all staff attended training on Disability Awareness within the last 2 years?	Yes [] No []	Details:
(iv) Have all staff attended training on Deaf Awareness within the last 2 years?	Yes [] No []	Details:
(v) Do all staff know how to access language interpreter and translation services? a) Face to face? b) Telephone? c) Translation?	Yes [] No [] Yes [] No [] Yes [] No []	Details:
(vi) Are professional language interpreters always engaged during confidential consultations (including legal meetings, care planning and reviews) with patients and carers?	Yes [] No []	Details:
(vii) Are professional British sign language interpreters always engaged during confidential consultations (including legal meetings, care planning and reviews) with patients and carers?	Yes [] No []	Details:
(viii) Do all staff know how to access and use an induction loop facility (fixed or portable)?	Yes [] No []	Details:

(viii) Is the building where the service is located wheelchair accessible?	Yes []	No []	Details:
(x) Does the reception area have an induction loop system?	Yes []	No []	Details:
(xi) Does the building have a unisex wheelchair accessible “disabled” toilet?	Yes []	No []	Details:
(xii) Does the building have car parking spaces reserved for Blue Badge Holders?	Yes []	No []	Details:
(xiii) Does the building have any additional facilities for disabled people such as a wheelchair, hoist, specialist bath, etc?	Yes []	No []	Details:
(xiv) Does it have any other facilities for people from Equality Target Groups such as prayer and faith resources, etc?	Yes []	No []	Details:
(xv) Is there anything else that has been undertaken to support equality & diversity such as guidelines, policies, etc?	Yes []	No []	Details:

15. Who was involved?

List the people who were involved in this assessment. (Staff, staff side reps, service users, carers, partner agencies/organisations)

16. What supporting evidence was used?

List the evidence which was used during this assessment (Including staff or service monitoring data, staff or service user satisfaction surveys, reports, etc)

17. Action Plan – List all actions (large and small) that have been identified during the assessment and include a named person and date for completion.

Action	Name Lead	Date to be Achieved

18. Following Equality Impact Assessment, what is your assessment?

Have you identified any issues that you consider could have an adverse/negative impact on people from Equality Target Groups? Yes or No

If NO: You can introduce (if new) or continue to use (if existing) the policy/strategy/service/project etc

If YES: Use the Risk Rating Matrix to assess the level of risk associated to the policy/strategy/service/project

Consequences ↓	Likelihood / probability of repeat				
	Remote	Possible 20% chance	Likely 60% chance	Highly likely 90% chance	Certain
Insignificant	1	2	3	4	5
Minor	2	4	6	8	10
Significant	3	6	9	12	15
Serious	4	8	12	16	20
Major	5	10	15	20	25

What will you do next?

White or Yellow – New and existing. You can introduce (if new) or continue to use (if existing) the policy/strategy/service/project etc whilst undertaking the actions listed in Section 18.

Amber – New. Only introduce the policy/strategy/service/project etc after undertaking the actions listed in Section 18.

Existing. Contact the Equality Diversity & Inclusion Unit to discuss the priorities of further actions listed in Section 18.

Red – New policy/strategy/service/project etc. Do not introduce it until further investigation has been completed. Contact the Equality Diversity & Inclusion Unit to discuss the priorities of further actions listed in Section 18.

Existing policy/strategy/service/project etc. Contact the Equality Diversity & Inclusion Unit immediately to discuss the priorities of further actions listed in Section 18.

19. Monitoring and Review

(a) Who will be responsible for monitoring the policy/strategy/service/project etc

Name:.....

Job title:.....

Contact telephone number:.....

Email:.....

(b) Will the results of the monitoring be reported to a committee? YES / NO

If yes, what is the name of the committee?

(c) When will the policy/strategy/service/project etc be reviewed? Date -

(d) Who will co-ordinate the review?

Name:.....

Job title:.....

Contact telephone number:.....

Email:.....

Date assessment completed:

Beverley Spencer in the Quality, Leadership and Professional Development Directorate to be notified of date and title of assessment completed for evidence purposes

THIS FINAL SECTION IS TO BE COMPLETED BY ALL DIRECTORATE LEADS AND RECEIVED BY THE HUMAN RIGHTS ACT LEGISLATION COMMITTEE

Title of policy/strategy/service/project etc being assessed	Date Equality Impact Assessment was completed:
<p>SUMMARY OF OUTCOME OF IMPACT ASSESSMENT</p> <p>Was any adverse impact found Yes [] – No []</p> <p>If any adverse impact was found, what was the level of risk identified using the Trusts Risk Assessment Toolkit:</p> <p>Action Required:</p>	
Date Due for Review:	Added to file for publishing of results: Date: Initials:
Person Responsible for arranging Review:	

Date: May 2009

* Special thanks to Dave Thompson (Assistant Director of Inclusion and Partnerships at 5 Boroughs Partnership NHS Trust) for his contributions to the development of this assessment template.