

Guidance on Undertaking Equality Impact Assessments

Approval Process

Lead Author (s):	Equality & Delivery System Advisor, C&P CCG
Developed by:	E&D System Advisor & Equality and Diversity Steering Group, C&P CCG
Approved by:	Equality and Diversity Steering Group, C&P CCG
Ratified on and by:	November, 2013 E&D System Advisor, E&D Steering Group, C&P CCG
Document Type:	Procedure
Version:	3
Lastest Revision date	May 2014
Review date	May 2015

Document Control Sheet

Development and Consultation:	Developed by the CCG Equality and Diversity Steering Group
Dissemination	The document will be disseminated to Senior Managers for cascade to all staff and will be placed on C&P CCG website and extranet. It will also be featured in the staff newsletter for C&P CCG
Implementation	The guidance will be implemented by all staff responsible for developing policies and delivering/planning functions and services.
Training	Training on undertaking Equality Impact Assessments will be made available as required
Review	The guidance will be reviewed by the Equality and Diversity Steering Group annually.
Commission For Quality Care	This guidance supports C & P CCG in its compliance with the CQC essential standards to meet the Public Sector Equality Duty under The Equality Act 2010.
Links with other documents	The Guidance should be read in conjunction with the following documents that guide practice: <ul style="list-style-type: none"> • Equality and Diversity Strategy • Policy and Procedure Development and Implementation Policy • Equality and Diversity Policy
Equality and Diversity	N/A on this guidance

Revisions

Version	Page/ Para No	Description of change	Date approved
		Full review	May 2014

Contents

1.	Introduction.....	4
2.	Purpose and Scope of EIA.....	4
3.	Undertaking the Equality Impact Assessment.....	4
4.	Documentation.....	5
6.	References and acknowledgements.....	5
	Appendix 1 - Equality Impact Assessment Form.....	6

If there is something that is not clear regarding the EIA process or you need help to complete the EIA form please contact:

Equality & Diversity System Advisor, C&P CCG

Please note training on undertaking Equality Impact Assessment can be made available for Individuals or teams on request.

Introduction

An Equality Impact Assessment (EIA) is a careful examination of a proposed policy, policy review, strategy, service or function to see if it could affect some groups unfavourably, especially minority groups who may experience inequality, discrimination, social exclusion or disadvantage. It applies equally to internal and external policy, strategy, functions and services.

The Equality Act 2010 provides a framework to ensure that unlawful discrimination is eliminated and equality of opportunity promoted. To date the law has required equality impact assessments to be undertaken in relation to race, disability and gender. For best practice C&P CCG requires Equality Impact Assessments to cover all aspects of equality known as protected characteristics, including: age, reassignment, marriage and civil partnership, pregnancy and maternity, religion and belief, sex/gender and sexual orientation.

1. Purpose and Scope of EIA

The purpose of the EIA is to examine the extent to which a policy, strategy including strategic decisions, service or function may impact, either negatively or positively, on any groups of the community and, where appropriate, recommend alternative measures to ensure equal access to services and opportunities.

EIAs will be carried out:

- When developing new policies, strategies, services and functions.
- When reviewing existing policies, strategies, services and functions.

2. Undertaking the Equality Impact Assessment

The individual or group responsible for work being undertaken should use the following steps:

- Step 1 Identify the purpose/aim of the policy, strategy, function or service.
- Step 2 Gather information and data that is already available.
- Step 3 Make an assessment of the impact or effects on different groups.
- Step 4 Consider whether there is anything that can be done to mitigate against or remove any adverse impact or effects, or to further promote equality.
- Step 5 Consult those affected.
- Step 6 Make a decision on whether or not to go ahead.
- Step 7 Plan how the implementation of the policy, strategy, function or service will be monitored.
- Step 8 Complete an EIA form.
- Step 9 Send completed EIAs for approval by the E & D Advisor & Steering Group.
- Step 10 All EIAs will be assessed within a one week time frame.

3. Approval of Completed EIAs

EIAs of policies and procedures should be sent to the Equality and Diversity System Advisor for comments, approval and record by the E & D group prior to publication. EIAs of major projects such as Older People's programme, End of Life Care, Tackling inequalities in CHD must be reported to the Equality and Diversity Group for consultation and approval. All completed EIAs must be sent to the Equality and Diversity System Advisor for approval by the E & D group prior to publication.

4. Documentation

Attached at **Appendix 1** is the Equality Impact Assessment Form.

6. References and acknowledgements

Equalities Act 2010 and Guidance

<http://www.equalityhumanrights.com/legal-and-policy/equality-act/>

Care Quality Commission Essential Standards

http://www.cqc.org.uk/_db/documents/Essential_standards_of_quality_and_safety_March_2010_FINAL.pdf

Appendix 1 - Equality Impact Assessment Form

Name of Proposal (policy/strategy/function/service being assessed)	
Those involved in assessment:	
Is this a new proposal?	
Date of Initial Screening:	

What are the aims, objectives?	
Who will benefit?	
Who are the main stakeholders?	
What are the desired outcomes?	
What factors could detract from the desired outcomes?	
What factors could contribute to the desired outcomes?	
Who is responsible?	
Have you consulted on the proposal? If so with whom? If not why not?	

Which protected characteristics could be affected and be disadvantaged by this proposal (Please tick)		Yes	No
Age	<u>Consider:</u> Elderly, or young people		
Disability	<u>Consider:</u> Physical, visual, aural impairment Mental or learning difficulties		
Gender Reassignment	<u>Consider:</u> Transsexual people who propose to, are doing or have undergone a process of having their sex reassigned		
Marriage and Civil Partnership	<u>Consider:</u> Impact relevant to employment and /or_training		
Pregnancy and maternity	<u>Consider:</u> Pregnancy related matter/illness or maternity leave related mater		
Race	<u>Consider:</u> Language and cultural factors, include Gypsy and Travellers group		
Religion and Belief	<u>Consider:</u> Practices of worship, religious or cultural observance, include non-belief		
Sex /Gender	<u>Consider:</u> Male and Female		
Sexual Orientation	<u>Consider:</u> Know or perceived orientation		

What information and evidence do you have about the groups that you have selected above?

Consider: Demographic data, performance information, recommendations of internal and external inspections and audits, complaints information, JNSA, ethnicity data, audits, service user data, GP registrations, CHD, Diabetes registers and public engagement/consultation results etc.

How might your proposal impact on the groups identified? For example you may wish to consider what impact it may have on our stated goals: Improving Access, Promoting Healthy Lifestyles, Reducing Health Inequalities, Supporting Vulnerable People

Examples of impact re given below:

- a) Moving a GP practice, which may have an impact on people with limited mobility/access to transport etc
- b) Planning to extend access to contraceptive services in primary care without considering how there services may be accessed by lesbian, gay, bi-sexual and transgender people.

- c) Closure or redesign of a service that is used by people who may not have English as a first language, and may be excluded from normal communication routes.

Please list the positive and negative impacts you have identified in the summary table on the following page.

Summary	
Positive impacts (note the groups affected)	Negative impacts (note the groups affected)

Summarise the negative impacts for each group:

What consultation has taken place or is planned with each of the identified groups?

What was the outcome of the consultation undertaken?

What changes or actions do you propose to make or take as a result of research and/or consultation?

Briefly describe the actions then please insert actions to be taken on to the given Improvement Plan template provided.

Will the planned changes to the proposal:

Please State
Yes or No

Lower the negative impact?	
Ensure that the negative impact is legal under anti-discriminatory law?	
Provide an opportunity to promote equality, equal opportunity and improve relations i.e. a positive impact?	

Taking into account the views of the groups consulted and the available evidence, please clearly state the risks associated with the proposal, weighed against the benefits.

What monitoring/evaluation/review systems have been put in place?

When will it be reviewed?

Date completed:	
Signature:	
Approved by:	
Date approved:	

Please refer to Improvement Plan template to take forward actions identified.

Equality Impact Assessment Improvement Plan – *name of proposal*

Area of Negative Impact	Changes Proposed	Name of Lead	Timescale	Resource Implication	Comments

Date:

Lead: