



Partners in improving local health

# EQUALITY IMPACT ASSESSMENT



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**An Equality Impact Assessment (EIA) is a process of analysing a new or existing service, policy or process. The aim is to identify what is the likely effect of implementation for different groups including patients, public and staff.**

## We need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

This is the law. In simple terms it means thinking about how some people might be excluded from what we are offering.

The way in which we organise things, or the assumptions we make, may mean that they cannot join in or if they do, it will not really work for them.

It's good practice to think of all reasons why people may be excluded, not just the ones covered by the law. Think about people who may be suffering from socio-economic deprivation or the challenges facing carers for example.

This will not only ensure legal compliance, but also help to ensure that services best support the healthcare needs of the local population.

Think of it as simply providing great customer service to everyone.

As a manager or someone who is involved in a service, policy, or process development, you are required to complete an Equality Impact Assessment using this toolkit.

# STEP 1: GATHERING EVIDENCE

<b>Name of person completing EIA:</b>			
<b>Title of service/policy/process:</b>			
<input type="checkbox"/> Existing:	<input type="checkbox"/> New/proposed:	<input type="checkbox"/> Changed:	
<b>What are the intended outcomes of this policy/service/process? Include outline of objectives and aims</b>			
<b>Who will be affected by this policy/service /process? (please tick)</b>			
<input type="checkbox"/> Staff members	<input type="checkbox"/> Patients	<input type="checkbox"/> Public	<input type="checkbox"/> Other
<b>If other please state:</b>			
<b>What is your source of feedback/existing evidence? (please tick)</b>			
<input type="checkbox"/> National Reports	<input type="checkbox"/> Internal Audits	<input type="checkbox"/> Patient Surveys	
<input type="checkbox"/> Staff Surveys	<input type="checkbox"/> Complaints/Incidents	<input type="checkbox"/> Focus Groups	
<input type="checkbox"/> Stakeholder groups	<input type="checkbox"/> Previous EIAs	<input type="checkbox"/> Consultations	
<input type="checkbox"/> Engagement	<input type="checkbox"/> National/Local statistics/Demographics	<input type="checkbox"/> Other	
<b>If other please state:</b>			

Step 1 Continues on the next page...

Evidence	<p>What does it tell me? (about the existing service/ policy/process? Is there anything to suggest there may be challenges when designing something new?)</p> <p>List the main sources of data, research and other sources of evidence (including full references) reviewed to determine impact on each equality group (protected characteristic). What evidence have you considered to determine what health inequalities exist in relation to your work?</p>
National reports	
Patient surveys	
Staff surveys	
Complaints and incidents	
Results of consultations with different stakeholder groups – staff/local community groups	
Focus groups	
National/Local statistics/ Demographics	
Other evidence (please describe)	

# STEP 2: IMPACT ASSESSMENT

What impact will the new policy/system/process have on the following:  
(Please refer to the 'EIA Impact Questions to Ask' document for reference)

**Age** - Consider and detail age related evidence. This can include safeguarding, consent and welfare issues

**Disability** - Consider and detail disability related evidence. This can include attitudinal, physical and social barriers as well as mental health/ learning disabilities

**Gender reassignment (including transgender)** - Consider and detail evidence on transgender people. This can include issues such as privacy of data and harassment.

**Marriage and civil partnership** - Consider and detail evidence on marriage and civil partnership. This can include working arrangements, part-time working, caring responsibilities.

**Pregnancy and Maternity** - Consider and detail evidence on pregnancy and maternity. This can include working arrangements, part-time working, caring responsibilities.

Step 2 Continues on the next page...

**Race** - Consider and detail race related evidence. This can include information on difference ethnic groups, Roma gypsies, Irish travellers, nationalities, cultures, and language barriers.

**Religion or belief** - Religion is defined as a particular system of faith and worship but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Sex/Gender** - Consider and detail evidence on men and women. This could include access to services and employment.

**Sexual orientation** - Consider and detail evidence on heterosexual people as well as lesbian, gay and bisexual people. This could include access to services and employment, attitudinal and social barriers.

**Carers** - Consider and detail evidence on part-time working, shift-patterns, general caring responsibilities.

**Other Identified Groups and Health Inequalities** - Consider and detail evidence on groups experiencing disadvantage and barriers to access and outcomes. This can include different socio-economic groups, geographical area inequality, income, resident status (migrants, asylum seekers). What is the potential impact of your work on health inequalities?

## STEP 3: ENGAGEMENT & INVOLVEMENT

How have you engaged stakeholders in testing the policy or process proposals including the impact on protected characteristics?

What feedback have you received? What were the key messages?

Please list the stakeholders engaged:

## STEP 4 : METHODS OF COMMUNICATION

What methods of communication do you plan to use to inform staff, patients and public?

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> Verbal – stakeholder groups/meetings | <input type="checkbox"/> Verbal - Telephone                   |                                |
| <input type="checkbox"/> Written – Letter                     | <input type="checkbox"/> Written – Leaflets/guidance booklets |                                |
| <input type="checkbox"/> Email                                | <input type="checkbox"/> Internet                             | <input type="checkbox"/> Other |

If other please state:

Step 4 Continues on the next page...

# ACCESSIBLE INFORMATION STANDARD

The Accessible Information Standard directs and defines a specific, consistent approach to identifying, recording, flagging, sharing and meeting the information and communication support needs of service users.

Tick to confirm you have you considered an agreed process for:

- Asking people if they have any information or communication needs, and finding out how to meet their needs.
- Recording those needs clearly and consistently.
- Sending out correspondence in alternative formats.
- Sending out correspondence in alternative languages.
- Producing / obtaining information in alternative formats.
- Arranging / booking professional communication support.
- Booking / arranging longer appointments for patients / service users with communication needs.
- Communication materials meeting the NHS accessible standard

If any of the above have not been considered, please state the reason:

## STEP 5 : SUMMARY OF POTENTIAL CHALLENGES

Having considered the potential impact on the people accessing the service, policy or process please summarise the areas have been identified as needing action to avoid discrimination.

Potential Barrier	What problems/issues may this cause?
1	
2	
3	
4	
5	

# STEP 6: ACTION PLAN

Ref no.	Potential Challenge/ Negative Impact	Protected Group Impacted (Age, Race etc)	Action(s) required	Expected Outcome	Owner	Timescale/ Completion date

Ref no.	Who have you engaged with for a solution?	Person/People to inform	How will you monitor and review whether the action is effective?



## SIGN OFF

Completed by:	
Date:	
Signed:	
Presented to: (appropriate committee)	
Publication date:	

1. Make arrangements to have the EIA added to all relevant documentation for approval at the appropriate Committee
2. Once approved by the relevant Committee, complete the Sign-Off section and return the final EIA to [necsu.equality@nhs.net](mailto:necsu.equality@nhs.net)

**For further advice or guidance on this form,  
please contact the NECS Equality Team:**



**0191 301 1300**



**[www.necsu.nhs.uk](http://www.necsu.nhs.uk)**



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