



GUIDANCE FOR UNDERTAKING EQUALITY IMPACT ASSESSMENTS

An Equality Impact Assessment (EIA) is a systematic way of analysing a process, policy, procedure, plan, strategy, service or any other activity to establish and record whether the activity affects or could affect different groups of people in different ways. It is a legal requirement in relation to race, disability and gender (including transgender/transsexual) but is also generally extended to cover sexual orientation, age and religion and belief – the so called six 'equality strands'. The focus of an EIA should be on improving outcomes for our patients and employment experiences for our staff, and on removing any inadvertent discrimination.

This guidance is designed to help you through the process of undertaking and recording an EIA.

Generally speaking you will be preparing to undertake an EIA for one of three reasons:

- You are developing a new process, policy, procedure, plan strategy or any other activity that is relevant to patients or staff.
- You are revising or updating an existing process, policy, plan, strategy, service or other activity
- A process, policy, plan, strategy or other activity you are responsible for has been assessed as 'equality relevant' and needs to be equality impact assessed as soon as possible.

Before undertaking your EIA:

- Please ensure that you have undertaken the EIA training that is available on the MLE
- Please let the Trust's equality and diversity manager know that you have a policy to be assessed and your predicted time frame for this (pamela.permalloo-bass@salisbury.nhs.uk).
- Please note that the Trust's Equality and Diversity Manager is available for support and advice if required.

Equality impact assessments have to be published and this is done via the equality and diversity pages on the Trust website/intranet.

The following information is taken from the EIA training and will enable you to start the EIA process:

Stage 1: Screening (**FORM A**)

ALL processes, policies, plans, strategies or other activities have to be screened to establish 'equality relevance'. Ask the following questions:

1. **Could or does the policy affect one or more of the equality groups in a different way to others?**
2. **Could or do different equality groups have different needs in relation to the policy?**
3. **Does the policy actually or potentially hinder equality of opportunity?**
4. **Does the policy actually or potentially contribute to equality of opportunity?**
5. **Does the policy offer opportunities to promote equality?**



Race	Disability	Gender	Sexual Orientation	Religion	Age
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6. Does the policy offer opportunities to promote positive relations?

Screening should take an overview of policies and their 'equality-relevance'. You do not need to look at each policy in great detail or amass a lot of information on which to base your decision at this stage. A minimum of two people should undertake screening.

If you answer 'no' to questions 1-3 above, the policy can be 'signed off' for equality impact and needs no further consideration (until it is updated/reviewed). This should be recorded on the EIA screening sheet and the screening sheet should be referred to in the body of your policy and included as an appendix to your policy or other documentation before it goes for ratification.

If you answer 'yes' to any of the above questions, you will probably need to move on to the next stage (**FORM B**) and fully impact assess your policy/activity as it has at least some equality relevance. If you have a lot of policies that are 'equality relevant' then you will need to prioritise them into high, medium or low risk to help you determine which ones need to be tackled first. This prioritisation is likely to be a subjective process, but broadly speaking it should reflect how many people are affected by the policy, and to what extent the policy affects them.

**QUALITY IMPACT ASSESSMENT
Stage 1. Screening**

FORM A

Name of activity:		Date:	
Name of person responsible for the activity:		Directorate:	
Names of people undertaking screening:		Department:	
Briefly describe the purpose of the activity:			
Who will benefit from this activity?			
	Yes	No	Please give details
1. Could or does the activity affect one or more of the equality groups in a different way to others?			
2. Could or do different equality groups have different needs in relation to the policy?			
3. Does the policy actually or potentially hinder equality of opportunity?			
4. Does the policy actually or potentially contribute to equality of opportunity?			

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5. Does the policy offer opportunities to promote equality?			
6. Does the policy offer opportunities to promote positive relations?			

Does this activity/policy require further impact assessment, action or amendment? (if yes, please complete FORM B)

Please state in your policy documentation that it has been equality impact assessed and include your completed screening form (FORM A) as an appendix.

Screening form completed by:	When will the policy and screening be reviewed?
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Please forward a copy of your policy/activity document and completed screening form (FORM A) to pamela.permaloo-bass@salisbury.nhs.uk

EQUALITY IMPACT ASSESSMENT
Stage 2
Full Assessment and Action Plan

FORM B

ACTION	RESPONSE	BY WHEN
What changes or actions do you propose to eradicate or minimise the adverse impact of this activity on the identified group(s)?		
How do you intend to communicate with and involve the appropriate group(s)?		
What are the resource implications of the involvement activities?		
Briefly describe the outcome of your involvement activity.		
Has the involvement activity changed your proposals for eradicating or minimising the adverse impact of this activity? If yes, please give details.		
Are there any resource implications for your proposed amendments.		

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How will your actions and proposals be monitored to ensure success?		
What is the date of the next review?		
Signature of lead manager		
Date full assessment completed		

Completed screening and (if appropriate) full impact assessment forms should be included with documentation related to the activity and as an Appendix for formal papers. A copy should be sent to Equality and Diversity Manager for monitoring and publication (pamela.permaloo-bass@salisbury.nhs.uk)

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