

EQUALITY IMPACT ASSESSMENT SOP

3.2

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Standards and legislation & key related documents:	This document supports Care Quality Commission Fundamentals of Care standards The Equality Act 2010, Document Control Policy Accessible Information Policy		
Approved by:	Executive Committee		
Date approved:	May 2022	Expiry date:	May 2025
Financial Implications:	Where a document has any financial implications on the Trust, the Local Counter Fraud Specialist (LCFS) has the authority to investigate and challenge this document in regard to current fraud and bribery legislation and to ensure appropriate counter fraud measures are in place. LCFS contact details are available on the Trust's Intranet.		
Equality Impact Assessment (Policies only):	The author has carried out an Equality Impact Assessment (EIA) and, there are no negative impacts. The form is attached to this document.		
Trust Values	This policy has been developed to ensure it aligns with our Trust values of honesty, empathy, ambition, and respect.		
Diversity & Inclusion Statement	Cambridgeshire Community Services NHS Trust will ensure that this policy is applied in a fair and reasonable manner that does not discriminate on such grounds as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex & sexual orientation.		
Keywords:	Equality, impact, assessment, tool, form, EIA, rapid, full		

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VERSION CONTROL SUMMARY

Version:	Page or section:	Description of change:	Date approved:
1.0	N/A	First issue	May 2016
1.1	N/A	General update to include People Participation Committee	December 2019
2.0	Various	Update on Equality Impact Assessment tool: Appendix 1(Rapid EIA) to include details on the impact whether positive or negative	June 2020
3.0	Various	Update on: <ul style="list-style-type: none"> - Terminology: Gender reassignment and Sexual Orientation - Appendix 1 (Rapid EIA) to include 'no impact' Approval process for projects, programmes and change initiatives	May 2022
3.1	RAPID Equality and Diversity Impact Assessment Tool	When Negative impacts are identified – advice to contact AD Corporate Governance for assistance in completing tool	
3.2	Pg1	Change of owner to Sarah Feal	March 2024

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1.0	INTRODUCTION
1.1	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.
1.2	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 Cambridgeshire Community Services NHS Trust 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.
2.0	PURPOSE AND SCOPE OF EIA
2.1	The purpose of the EIA is to examine the extent to which a policy, procedure, guideline, or strategy, known collectively as Trust documents, 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 and reviewing existing Trust documents, services and functions. There are two levels to the EIA process; Rapid and Full.
2.2	Rapid
2.2.1	A Rapid Equality Impact Assessment Tool (Appendix 1) forms part of the Trust's document control template and is required to be completed by the document owner. If any negative impacts are identified, then a full EIA must be completed.
2.3	Full
2.3.1	If a Full EIA is required, the individual or group responsible for work being undertaken should use the following steps: <ol style="list-style-type: none"> 1. Identify the purpose/aim of the document, function or service. 2. Gather information and data that is already available. 3. Make an assessment of the impact or effects on different groups. 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. 5. Consult those affected. 6. Make a decision on whether or not to go ahead.

	<ol style="list-style-type: none">7. Plan how the implementation of the policy, strategy, function or service will be monitored.8. Complete a Full EIA form at Appendix 29. Send completed EIAs for information to the People Participation Committee10. All EIAs will be assessed within a two-week time frame.
2.3.2	For policies, procedures, guidelines, or strategies EIAs must be sent to relevant Committees for approval prior to publication.
2.3.3	For projects, programmes and change initiatives, EIAs are completed within the Trust's Portfolio Management Office System (Verto) alongside the Quality Impact Assessment and these are submitted electronically for approval by the Chief Nurse and Medical Director.
2.3.4	A report for all completed EIAs must be sent to the Assistant Director of Corporate Governance who would then send it to the People Participation Committee for Information.

APPENDIX 1

RAPID Equality and Diversity Impact Assessment Tool

When looking at the impact on the equality groups, you must consider the following points in accordance with General Duty of the Equality Act 2010:

In summary, those subject to the Equality Duty must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between different groups; and
- foster good relations between different groups

Name of document/ service/ function being assessed:	
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State the name and job role of the reviewer:

Name:	
Job Role:	
Date:	

EQUALITY IMPACT ASSESSMENT – WHAT IS THE IMPACT TO DIFFERENT GROUPS IN SOCIETY?		
Choose Positive, Negative or No impact. POSITIVE it could benefit or would have very little or no impact. NEGATIVE it could disadvantage. Please provide supporting comments, both on positive and negative impacts. You may be asked to complete a FULL EQUALITY IMPACT ASSESSMENT to understand the impact further.		COMMENTS
Age: Consider and detail across age ranges on old and younger people. This can include safeguarding, consent and child welfare.	Choose an item.	
Disability: Consider and detail on attitudinal, physical and social barriers.	Choose an item.	
Race: Consider and detail on difference ethnic groups, nationalities, Roma gypsies, Irish travellers, language barriers.	Choose an item.	
Sex: Consider and detail on men and women	Choose an item.	
Gender reassignment: (including transgender) Consider and detail on people of all genders, for example people who identify as non-binary. This can include issues such as privacy of data and harassment	Choose an item.	
Sexual orientation: Consider and detail on heterosexual people and people who are not heterosexual for example, lesbian, gay and bi-sexual people.	Choose an item.	
Religion or belief: Consider and detail on people with different religions, beliefs or no belief.	Choose an item.	
Pregnancy and maternity: Consider and detail on working arrangements, part-time working, infant caring responsibilities.	Choose an item.	
Marriage and civil partnership status.	Choose an item.	
Environment: Consider impact on transport, energy and waste.	Choose an item.	
Other identified groups: Consider and detail and include the source of any evidence on different socio-economic groups, area	Choose an item.	

inequality, income, resident status (migrants) and other groups experiencing disadvantage and barriers to access.		
Were any NEGATIVE impacts identified?	Choose an item.	
If YES, you will need to complete a full Equality Impact Assessment. Please contact the Assistant Director of Corporate Governance who is the Equality & Diversity Lead for the Trust, for assistance to complete a full Equality Impact Assessment outlined in 2.2.		

APPENDIX 2

FULL Equality & Diversity 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 Traveller 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> Known 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 Dental Clinic, 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 their 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?

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When will it be reviewed?

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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:

Rapid Equality Impact Assessment Tool

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Disability: Consider and detail on attitudinal, physical and social barriers.	Positive	
Race: Consider and detail on difference ethnic groups, nationalities, Roma gypsies, Irish travellers, language barriers.	Positive	
Sex: Consider and detail on men and women	Positive	
Gender reassignment: (including transgender) Consider and detail on transgender and transsexual people. This can include issues such as privacy of data and harassment	Positive	
Sexual orientation: Consider and detail on heterosexual people as well as lesbian, gay and bi-sexual people.	Positive	
Religion or belief: Consider and detail on people with different religions, beliefs or no belief.	Positive	
Pregnancy and maternity: Consider and detail on working arrangements, part-time working, and infant caring responsibilities.	Positive	
Marriage and civil partnership status	Positive	
Environment: Consider impact on transport, energy and waste	Positive	
Other identified groups: Consider and detail and include the source of any evidence on different socio-economic groups, area inequality, income, resident status (migrants) and other groups experiencing disadvantage and barriers to access.	Positive	
Were any NEGATIVE impacts identified?	NO	
If YES, you will need to complete a full Equality Impact Assessment. Please contact the Assistant Director of Corporate Governance who is the Equality & Diversity Lead for the Trust for assistance to complete a full Equality Impact Assessment outlined in 2.2.		