

Equality Impact Assessment: (STEP 2)

An EQIA needs to be considered at the start of the development of a new strategy / policy, service, project or programme, that will have an impact on people.

The Equality Impact Assessment is broken down into 5 parts:

- Background and purpose of the EQIA assessment
- Screening to assess impact on staff/patients
- Accessible Information Standard Requirements Declaration
- Full Equality Impact Assessment
- Governance and Approval

The purpose of the EQIA is to assess likely impacts (including identification of any negative impact) and provide further insight to reduce and/or remove potential barriers/discrimination.

The EQIA offers a proactive approach for achieving fair and appropriate outcomes for our service users such as: staff, carers, patients and the local community that we serve by promoting equality of opportunity.

It is important therefore that the EQIA is evidence based and this assessment is completed at the beginning / in the scoping phase of the strategy / policy, service, project or programme and updated throughout the development phase. It should also be continuously updated as the piece of work progresses. The scope/document content should be adjusted as required in response to findings of this assessment.

Once the strategy / policy, service, project or programme has been approved and implemented, it should be monitored regularly to ensure the intended outcomes are achieved.

This document is to be completed where a potential adverse/negative impact has been identified in the STEP 1 – Initial Screening Assessment.

STEP 2: EVIDENCE GATHERING

1. Date assessment completed:

2. Name(s) and role(s) of person completing this assessment:

Name:

Job Title:

Organisation:

3. Title of the strategy/policy, service, project, programme or clinical pathway:

Click here to enter text.

3a. Is this an assessment of :

New Strategy / Policy **New Service** **New Project / Programme**

New clinical pathway **Review of an existing strategy / policy**

Review of a service **Review of existing project / programme**

Review of clinical pathway

3b. What are the intended outcomes of this strategy/policy, service, project, programme or clinical pathway? (Include outline of objectives and aims)

3c. Who will the strategy/policy, service, project, programme or clinical pathway impact?

(Consider the actual and potential impact)

- **Staff**
- **If staff are affected please detail here which professional groups will be affected:** [Click here to enter text.](#)
- **Service User / Patients**
- **Others, please specify** [Click here to enter text.](#)

3d. What data / information / evidence have you taken into consideration when assessing and determining the impact?

STEP 3: ENGAGEMENT & INVOLVEMENT

4. **What engagement with patients and stakeholders including those with protected characteristics have you carried out?**

Please include details of who was engaged with, when they were engaged and how they were engaged.

STEP 4: METHODS OF COMMUNICATION

5. **What methods of communication do you plan to inform service users/staff about the strategy/policy, service, project, programme or clinical pathway?**

- Verbal – meetings Verbal - Telephone
 Written – Letter Written – Leaflets/guidance booklets
 Written - Email Internet/website Intranet page
 Other

If other please state: [Click here to enter text.](#)

STEP 5: ACCESSIBLE INFORMATION STANDARD REQUIREMENTS

From 1st August 2016 onwards, all organisations that provide NHS care and / or publicly-funded adult social care are legally required to follow the Accessible Information Standard. The Standard sets out a specific, consistent approach to identifying, recording, flagging, sharing and meeting the information and communication support needs of patients, service users, carers and parents with a disability, impairment or sensory loss.

<https://www.england.nhs.uk/wp-content/uploads/2017/10/accessible-info-standard-overview-2017-18.pdf>

Tick to confirm you have considered an agreed process for:

- Asking people if they have any information or communication needs and find out how to meet their needs.
- Recording those needs clearly and in a set way.
- Highlight or flag the person's file or notes so it is clear that they have information or communication needs and how to meet those needs.
- Sharing information about people's information and communication needs with other providers of NHS and adult social care, when they have consent or permission/facilities to do so.
- Have processes in place, that ensure people receive information which they can access and understand, and receive communication support if they need it.

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

Click here to enter text.

STEP 6: FULL EQUALITY IMPACT ASSESSMENT

When completing the assessment below the information provided should be evidence based using quantitative and/or qualitative data from a variety of sources which may include: Census Data, Local Health Profile data, Demographic reports, Electronic Staff Record information, workforce reports, staff metrics, patient/service users/data, national reports, guidance, legislation changes, staff surveys, patient surveys, compliment and complaints feedback, consultations/patient/staff feedback, focus or task and finishing groups, interviews, questionnaires, target emails, posters, leaflets, other communications and external and internal research.

When assessing the likely impact please refer to the table below:

Keys explaining the impact

• Positive- Evidence including the policy/service objectives indicate that this protected group/strand will benefit equally like their counterparts. It should be noted that the default policy intent of the ICB is to maximise opportunity for all groups.
• Negative- Evidence including the policy/service objectives indicate that this protected group/strand may not benefit and experience disadvantage compared to their counterparts.
• Positive/unknown- The policy/service intent is clear about the equality in access and outcomes in its objectives/goals – and evidence is required to demonstrate the actual positive impact.
• Negative/unknown- There is no hard evidence of likely negative impact but anecdotes and engagement outcomes suggest the likelihood of negative impact.
• Neutral – There is neither a positive nor a negative impact on the protected characteristic / group

For the strategy/policy, service, project or programme and its implementation answer the questions a – d below against each characteristic (if relevant consider breaking the policy or implementation down into areas).

Age	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			<p>Choose an item.</p>	

Disability	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access including under representation at clinics, screening?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			<p>Choose an item.</p>	

Gender Reassignment	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			Choose an item.	

Gender Identity	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access including under representation at clinics, screening?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			Choose an item.	

Marriage and Civil Partnership	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access including under representation at clinics, screening?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			Choose an item.	

Pregnancy and Maternity	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			Choose an item.	

Race	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			Choose an item.	

Religion or belief	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			Choose an item.	

Sex	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			<p>Choose an item.</p>	

Sexual Orientation	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			Choose an item.	

Carers	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			<p>Choose an item.</p>	

Health Inequalities	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			Choose an item.	

Human Rights	Level of impact	Current measures (mitigation) in place	c) Likely impact (see the keys above)	Recommendations / mitigating action
	<p>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups experience? E.g. are there any known health inequality or access issues to consider?</p>	<p>b) What is already in place to address any inequalities or barriers to access?</p>		<p>d) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</p>
			Choose an item.	

STEP 7: Action Plan for potential impacts identified

Ref no.	Potential/actual Impact identified	Protected Group Impacted	Action(s) required	Expected Outcome	Action Owner	Timescale/ Completion date
				Choose an item.		
				Choose an item.		
				Choose an item.		

GOVERNANCE OWNERSHIP & APPROVAL

Name of Executive Director Sponsor (EDS)/Senior Responsible Officer (SRO) of the strategy/policy, service, project, programme or clinical pathway that has reviewed and approved the full equality impact assessment:

Name:

Job Title:

Date:

Please send this completed Step 2 Equality Impact Assessment and the Initial Screening Assessment to the NCL Equality, Diversity and inclusion Lead.

Approval at EQIA panel

Date of Equality Impact Assessment Panel:

Attendees of EQIA Panel

Name	Job Title	Service line
Person responsible for completing EQIA		
		Health Inequalities
	Patient and public engagement rep	
	Equality, Diversity and Inclusion Lead	
		Quality

Final Approval

Name of Executive Director Sponsor (EDS)/Senior Responsible Officer (SRO) of the strategy/policy, service, project, programme or clinical pathway that has reviewed the feedback from the EQIA panel and approved the full equality impact assessment:

Name:

Job Title:

Date:

Next steps

1. Make arrangements to have the Equality Impact Assessment added to all relevant documentation.
2. Publish this Equality Impact Assessment alongside your document.
3. File for audit purposes as appropriate