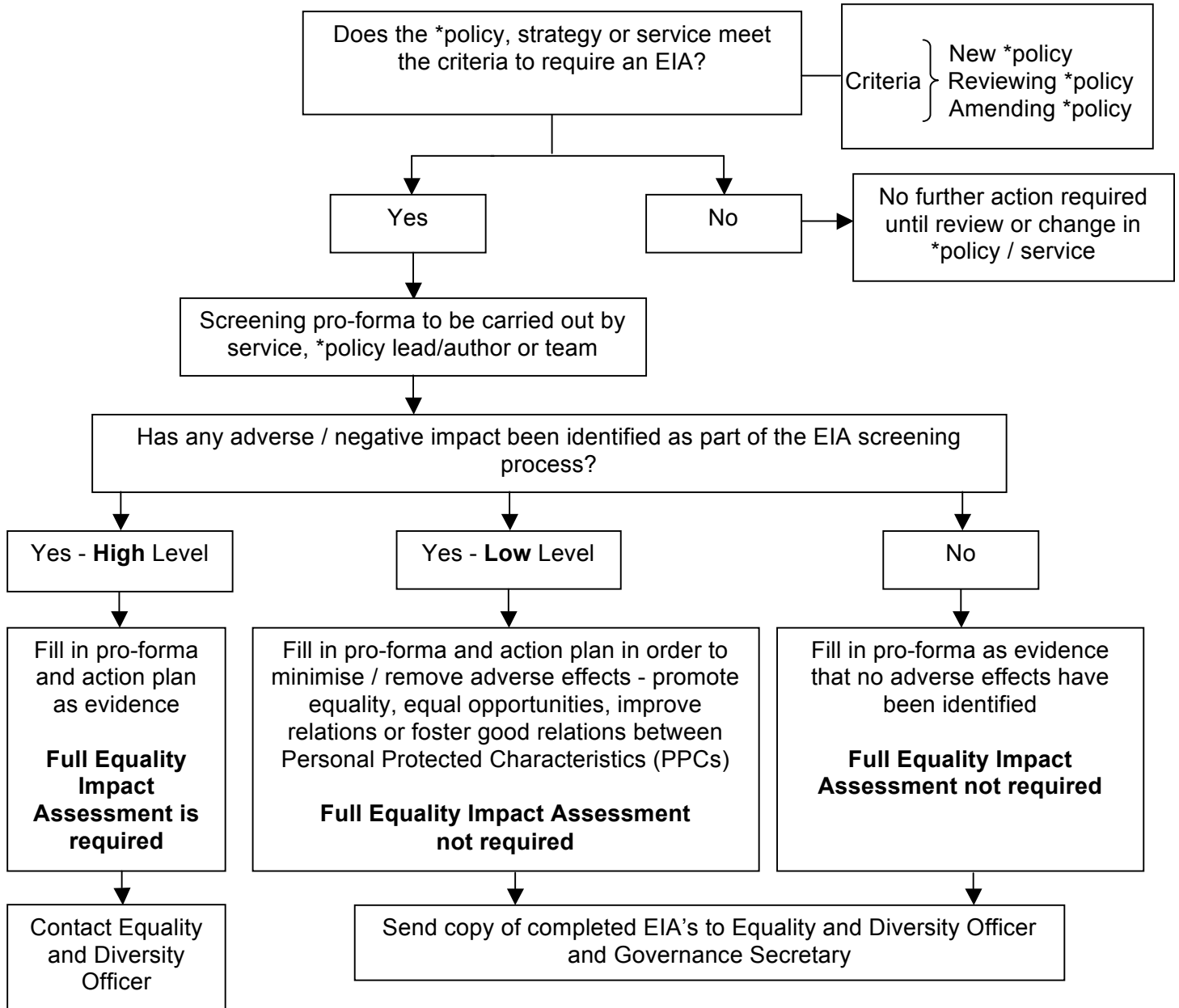


**RWHT Equality Impact Assessment
Initial Screening of Policy/Strategy Pro Forma
General Policies, Procedures and Functions**

**Equality Impact Assessment Process Chart
Screening Process**



N.B. If a member of staff is unsure about any stage of the EIA process then please contact the Equality and Diversity Officer or patient experience team.

If you require this document in an alternative format e.g., larger print please contact Equality and Diversity Officer on 694479 or e-mail Rwh-tr.EqualityandDiversity@nhs.net

* Policy includes; strategies, procedures, processes, projects, functions, services, leaflets, posters, guidance, guidelines and most business cases

RWHT Equality Impact Assessment Initial General Screening of Policy/Strategy Pro Forma

Completion Guidance: Please ensure that all the questions on the pro-forma are completed and that written evidence is provided. Should you have any problems when filling out this pro-forma then please contact the Equality and Diversity Department.

Policy* Number (if applicable)		
Name of policy *		
State type of *policy e.g., policy, business case, leaflet etc		
Aim of policy *		
Name of Accountable Director		[INSERT JOB TITLE]
Name of Responsible person/people		[INSERT JOB TITLE]
Assessment Carried out by:-	Name	[INSERT JOB TITLE]
	Department	
	Tele	
	E-mail	
Date of completion		
Synopsis of * project / procedure or attach policy		

* Policy includes; strategies, procedures, processes, projects, functions, services, leaflets, posters, guidance, guidelines and most business cases

Equality Impact Assessment

1. Does the policy* target or exclude any Personal Protected Characteristics (PPCs)? Please delete YES / NO as appropriate	Age	YES	NO	Please provide an explanation for your answer below and evidence as appropriate
	Disability	YES	NO	
	Gender / Sex	YES	NO	
	Gender Reassignment	YES	NO	
	Marriage and Civil Partnership	YES	NO	
	Pregnancy and Maternity	YES	NO	
	Race (incl Ethnicity)	YES	NO	
	Religion, Belief or Spirituality	YES	NO	
	Sexual Orientation	YES	NO	
	Any Other – e.g. Socio Economic Status	YES	NO	
<i>[Insert Equality group followed by text]</i>				

2. Does the policy* affect any of the Personal Protected Characteristics (PPCs) disproportionately?	Age	YES	NO	Please provide evidence for your answer below
	Disability	YES	NO	
	Gender / Sex	YES	NO	
	Gender Reassignment	YES	NO	
	Marriage and Civil Partnership	YES	NO	
	Pregnancy and Maternity	YES	NO	
	Race (incl Ethnicity)	YES	NO	
	Religion, Belief or Spirituality	YES	NO	
	Sexual Orientation	YES	NO	
	Any Other – e.g. Socio Economic Status	YES	NO	
<i>[Insert Equality group followed by text]</i>				

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3. Are there barriers which could inhibit access to the benefits of the policy*? e.g. Communication/information, physical access, location, sensitivity etc.	<i>[Insert text]</i>	Please provide evidence for your answer
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4. Does the policy* give people with Personal Protected Characteristics (PPC's) the same choices as everybody else?	<i>[Insert text]</i>	Please provide evidence for your answer
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5. What evidence has been used to make these judgements? Please tick 1 or more in column 3	Demographic data and other statistics, including census findings		Please provide any evidence that you feel may be appropriate
	Recent research findings including studies of deprivation		
	Results of recent consultations and surveys		
	Results of ethnic monitoring data and any equalities data from the local authority / PCT		
	Information from groups and agencies within Wolverhampton		
	Comparisons between similar functions / policies		
	Analysis of PALS, complaints and public enquires information		
	Analysis of audit reports and reviews		
<i>[Insert text]</i>			

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6. How is the effect of the policy* on people with Personal Protected Characteristics (PPCs) going to be monitored? Please specify for each PPC	Age	[Insert text]	Please provide evidence for your answer
	Disability	[Insert text]	
	Gender / Sex	[Insert text]	
	Gender Reassignment	[Insert text]	
	Marriage and Civil Partnership	[Insert text]	
	Pregnancy and Maternity	[Insert text]	
	Race (including Ethnicity)	[Insert text]	
	Religion, Belief or Spirituality	[Insert text]	
	Sexual Orientation	[Insert text]	
	Any Other – e.g. Socio Economic Status	[Insert text]	

Impact	Group	Level of Impact	✓	Evidence
7. What level of impact will this policy* have? Please tick one or more in column 4	Age	Low level – Impact can be rectified by small actions being taken		Please provide evidence for your answer
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
	Disability	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
	Gender / Sex	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
	Gender Reassignment	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
	Marriage and Civil Partnership	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
	Pregnancy and Maternity	Low level – Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
	Race (incl Ethnicity)	Low level – Impact can be rectified by small actions being taken		

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		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
Religion or Belief or Spirituality		Low level – Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
Sexual Orientation		Low level – Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
Any Other – e.g. Socio Economic Status		Low level – Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the *policy or strategy		
High level / Adverse Impact – Impact cannot be rectified without significant changes to the policy or strategy – Full Impact Assessment required				

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Actions

Please give details of the actions you will take to address the issues highlighted in this assessment and when you will complete them by

Personal Protected Characteristics (PPCs)	Action	Lead Person	Timescale
		[INSERT JOB TITLE]	
		[INSERT JOB TITLE]	
		[INSERT JOB TITLE]	
		[INSERT JOB TITLE]	
		[INSERT JOB TITLE]	

Date of completion : _____

* Policy includes; strategies, procedures, processes, projects, functions, services, leaflets, posters, guidance, guidelines and most business cases

Additional Information

Please put in an additional information that you think may be relevant to the Equality Impact Assessment

Send Completed EIA pro-forma (remove first page) to : **Equality and Diversity Officer**
Rwh-tr.EqualityandDiversity@nhs.net (Patient Experience Team) and **Governance Secretary**, New Cross Hospital
with corresponding documents for publication on the Website.

* Policy includes; strategies, procedures, processes, projects, functions, services, leaflets, posters, guidance, guidelines and most business cases