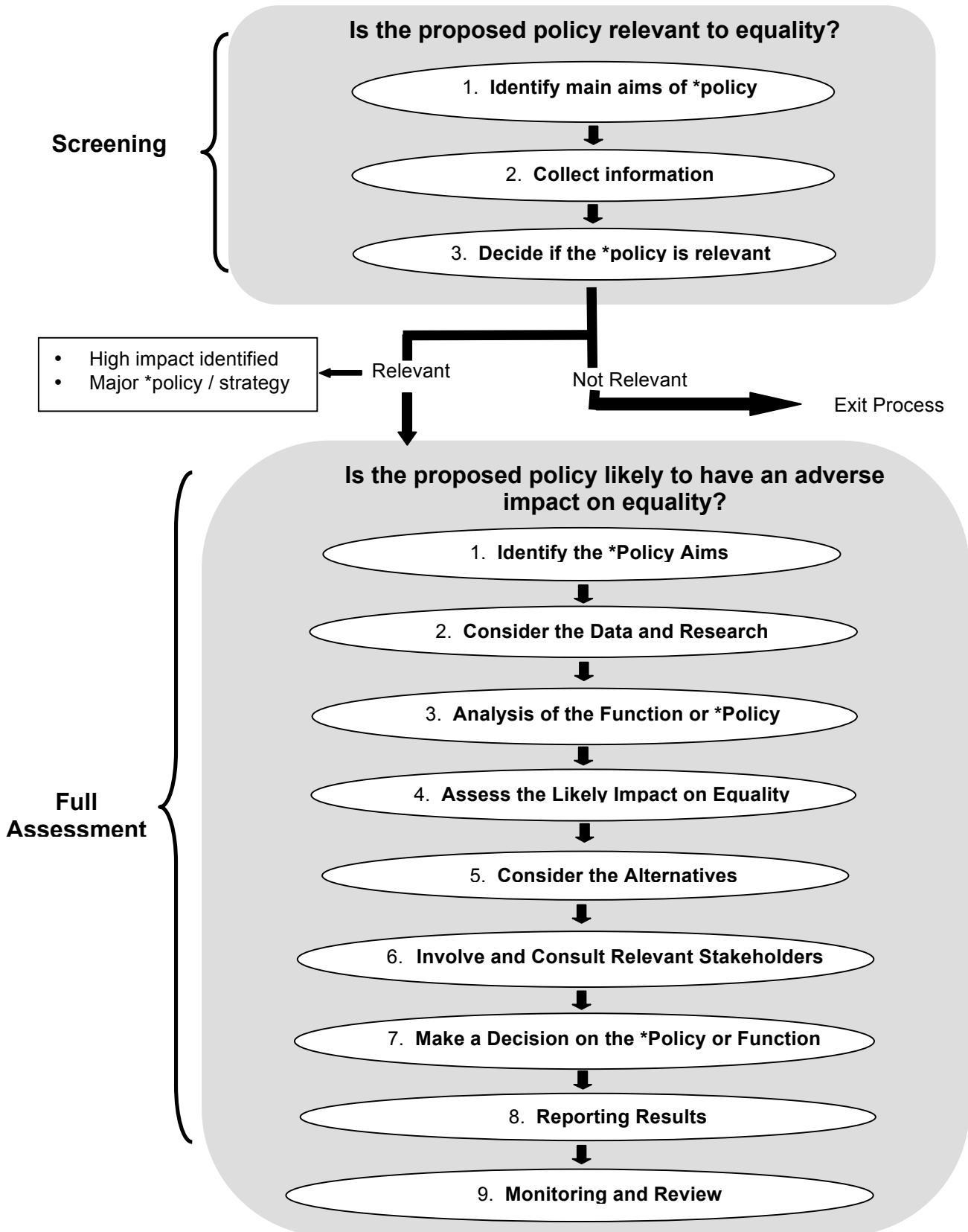


RWHT Equality Impact Assessment Full Impact Assessment Flowchart



RWHT

Equality Impact Assessment

Full Impact Assessment

Policy* Number (if applicable)	
Name of the *policy / function	
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		

1

Step One: Identify the *Policy Aims

What are the main aims, purpose and outcomes of the *policy and how does it fit in with the wider aims of the organisation

List the main activities of the *policy (for strategies list the main policy areas)

Who are the key stakeholders

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

How will the *policy or strategy be put into practice and who will be responsible for it

--

How will progress be measured

--

2

Step Two: Consider the Data and Research

What data is available to help inform the impact assessment?

Check available data research, studies, reports, audits, surveys, feedback etc. concerning each equality target group for this particular *policy and list them below for each area.

Age	
Disability	
Gender / Sex	
Gender Reassignment	
Marriage and Civil Partnership	
Pregnancy and Maternity	
Race (including ethnicity)	
Religion, Belief or Spirituality	
Sexual Orientation	
Other: Socio Economic Status	

Where, if any are the gaps in the information required? What are the reasons for any lack of information? Please list them below in each area

Age	
Disability	
Gender / Sex	
Gender Reassignment	
Marriage and Civil Partnership	
Pregnancy and Maternity	
Race (including ethnicity)	
Religion, Belief or Spirituality	
Sexual Orientation	
Other: Socio Economic Status	

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Is additional information required. If yes what is needed and how will this be carried out

3

Step Three: Analysis of the Function or *policy

Does or could the *policy have any influence on any of the protected characteristics in relation to	Yes	No
<ul style="list-style-type: none"> Promoting equality Eliminating discrimination Achieving equality 		
Age		
Disability		
Gender / Sex		
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race (including ethnicity)		
Religion, Belief or Spirituality		
Sexual Orientation		
Other: Socio Economic Status		

4

Step Four: Assess the Likely Impact on Equality

Could *policy in the way it is planned / delivered have a negative impact on any of the Personal Protected Characteristics (PPCs) (i.e. could it disadvantage them or could it have a positive impact, contribute to promoting equality, equal opportunities, improve relations or foster good relations between protected characteristics).			
Groups affected	Positive impact	Negative impact	Reason
Age			
Disability			
Gender / Sex			
Gender			

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Reassignment			
Marriage and Civil Partnership			
Pregnancy and Maternity			
Race (including ethnicity)			
Religion, Belief or Spirituality			
Sexual Orientation			
Other: Socio Economic Status			

If you have indicated there is a negative impact on any group, is that impact:	Yes	No
Legal / Lawful i.e. it is not discriminatory under anti-discriminatory legislation		
Intended?		

Could you minimise or improve any negative impact? Explain how

5

Step Five: Consider the Alternatives

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Can changes be made to the *policy? Explain how

Can the *policy be implemented in a different way? Explain how

Is it possible to consider a different *policy, which still achieves your aim, but avoids any adverse impact

6

Step Six: Involve and Consult Relevant Stakeholders

What previous or planned consultation (both locally and nationally) on this topic/*policy / area / project has taken place / will take place with people with protected characteristics? If there has already been consultation what does it indicate about negative impact and how people view this *policy?

Equality target groups	Summary of consultation carried out or planned
Age	
Disability	
Gender / Sex	
Gender Reassignment	

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Marriage and Civil Partnership	
Pregnancy and Maternity	
Race (including ethnicity)	
Religion, Belief or Spirituality	
Sexual Orientation	
Other: Socio Economic Status	

If there are gaps in your previous or planned consultation and research, are there any experts / relevant groups that can be contacted to get further views or evidence on the issues. Please list them and explain how you will obtain their views.

Have you involved your staff (who have or will have direct experience of implementing *policy / working on the project) in taking forward this impact assessment? If yes how?

7

Step Seven: Make a Decision on the *policy or Function

The following matrix may assist in making the decision on whether to adopt the *policy and what actions may be needed

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What is the potential risk on the effect of equality (indicate one)		
Highly likely to have an adverse effect on equality High risk	May possibly have an adverse effect Moderate risk	Probably will not have adverse effect Low risk
What is the potential for benefit (indicate one)		
Highly likely to promote equality of opportunity and good relations High potential	May have the potential to promote equality and good relations Moderate potential	Probably will not promote equality or good relations Low potential
If the potential for risk and benefit occurred, how substantial would these be in terms of the number of people effected and the severity of the problem		
Lots of people from different groups may be affected to some extent	A few people may be adversely affected to some extent	
A few people may be affected, but the effect on them will be highly adverse	A lot of people may be severely affected	

Summarise the findings and give an overview on whether the function or *policy will promote equality and diversity

What practical actions are required to reduce or remove any adverse / negative impact?

8

Step Eight: Reporting Results

Give details of how the results of the impact assessment will be published

9

Step Nine: Monitoring and Review

Give details of the monitoring arrangements

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

Signed: _____

Date: _____

Print: _____

Title: _____

Equality Impact Assessment Action Plan

Date of completion : _____

Issue	Action Required	How would you measure impact/outcomes in practice	Timescale	Responsible Officer
				[INSERT JOB TITLE]
				[INSERT JOB TITLE]
				[INSERT JOB TITLE]
				[INSERT JOB TITLE]

The action plan should be reported on annually in order for the progress to be measured and shared with all stake holders.

Send Completed EIA template 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.

To Be Completed When Consultation and Research Has Been Carried Out

As a result of this assessment / consultation / research and available evidence collected, including consultation, state whether there will need to be any changes made/planned to the *policy or the action plan.

As a result of this assessment / consultation / research and available evidence is it important that the Trust commission specific research on this issue or carry out monitoring/data collection?

Have you set up a monitoring/evaluation/review process to check the successful implementation of the *policy?

Yes

No

Please explain how this will be done?

Please explain how you aim to publish the result of the assessment? (please refer to notes)

Signed: _____

Date: _____

Print Name: _____

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