

Equality Impact Assessment Screening Form

Department/Function				
Lead Assessor				
What is being assessed?				
Date of assessment				
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	People from protected characteristics	<input type="checkbox"/>	Staff Side Colleagues	<input type="checkbox"/>
	Service Users	<input type="checkbox"/>	Staff Inclusion Network/s	<input type="checkbox"/>
	Belonging Champions	<input type="checkbox"/>	Other (Inc. external orgs)	<input type="checkbox"/>
	Please give details:			

1) What is the impact on the following equality groups?		
Positive: ➤ Advance Equality of opportunity ➤ Foster good relations between different groups ➤ Address explicit needs of Equality target groups	Negative: ➤ Unlawful discrimination, harassment and victimisation ➤ Failure to address explicit needs of Equality target groups	Neutral: ➤ It is quite acceptable for the assessment to come out as Neutral Impact. ➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged
Equality Groups	Impact (Positive / Negative / Neutral)	Comments ➤ Provide brief description of the positive / negative impact identified benefits to the equality group. ➤ Is any impact identified intended or legal?
Race (All ethnic groups)	Select	
Disability (Including physical and mental impairments)	Select	
Sex	Select	
Gender reassignment	Select	
Religion or Belief	Select	
Sexual orientation	Select	
Age	Select	
Marriage and Civil Partnership	Select	
Pregnancy and maternity	Select	
Other (e.g. caring, human rights)	Select	

2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	
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- 3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan **to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.**
- This should include where it has been identified that further work will be undertaken to further explore
 - the impact on equality groups
 - This should be reviewed annually.

Action Plan Summary

Action	Lead	Timescale

This form will be automatically be inserted as an appendix in all Policies and Procedures which are presented for ratification at the Policy Council. Please do not hesitate to contact the qualityandsafetyunit@elht.nhs.uk if you have any queries.

Why we need this guidance?



The Equality Impact Assessment process encourages the Trust to recognise that people are different and to look at what we do from different perspectives.

This guidance sets out a process to help evidence and understand the impact our decisions might have on different types of people and to improve them where we can.

We have a legal duty to demonstrate that we are taking action to promote equality.

Equality Impact Assessment should be undertaken on policies, procedural documents, services, service developments and organisational change programmes.

Equality Impact Assessment Guidance on one Page



What are the key questions?

The starting point for an Equality Impact Assessment is based mainly on what information you already have / what you already know.

1. What is being assessed and who is carrying out the assessment?
2. What are the aims and objectives? Why is equality assessment important?
3. What is the impact (negative and positive) across different protected characteristics of equality?
 - a. What evidence is available from existing data sources?
 - b. Is consultation or further research needed to examine the impact on different groups?
4. What actions are required to mitigate any negative or potential for negative impact?

The Equality Impact Assessment Form enables you to record any negative and positive impact identified and detail actions you are planning to take to promote equality.



Who can I involve?

We recommend that you do not make assessments alone but work with colleagues who are familiar with what is being assessed.

You may want to consult with groups such as:

- Equality of Access to Health Group
- Staff inclusion networks
- Personal Fair Diverse Champions
- Staff Side colleagues
- Service users
- External organisations

Data Sources

There are many sources of information available – details of how to access are detailed in the toolkit in Appendix 4. These include:

- Knowledge and experience of staff and service users
- Feedback (complaints, surveys, consultations)
- Patient and Employee monitoring information
- Audit / performance / inspection data
- National and local statistics

Contact

Please read the guidance and toolkit.

For further support you can contact:

qualityandsafetyunit@elht.nhs.uk

For service / patient related assessments:

qualityandsafetyunit@elht.nhs.uk

For workforce related assessments:
Your divisional workforce team.

Appendix 5: Equality Impact Assessment Process – Flow Chart

