

## Equality Impact Assessment Policy

### 1. Quick Reference Guide

This policy and its associated guidance are designed to provide an overview of the Trust's Equality Impact Assessment (EIA) Process.

The policy intends to highlight the importance of the EIA tool and helps explain the role it plays in ensuring that Salisbury NHS Foundation Trust meet legal equality duties and develop policies and practices that align with the requirements of the diverse communities that we both employ and serve.

### Version Details

| Version No. | Updated by                      | Updated on | Description of changes |
|-------------|---------------------------------|------------|------------------------|
| 1.0         | Head of Diversity and Inclusion | June 2020  | New Policy             |
|             |                                 |            |                        |
|             |                                 |            |                        |

### 2. Statement of Intent

- 2.1 Salisbury NHS Foundation Trust respect and value the diversity of our patients, their relatives and carers and our staff are committed to meeting the needs and expectations of the diverse communities we serve.
- 2.2 In order to achieve the above ambition we need to identify the impact our policies, processes and decisions have on our people, our patients and our local communities. The EIA process helps provide such assurance.

### 3. Benefits to the Organisation

- 3.1 An EIA is a business planning tool to help make sure that we carry out our functions and deliver our services in the way they are intended for everybody
- 3.2 EIA's make sure we meet our legal equality duties through assessment of the likely (or actual) effects of our policies, functions or services on the diverse communities we serve. This includes identifying benefits for different groups, looking for opportunities to promote equality that have been previously missed, as well as assessing negative impacts that can be removed, mitigated or justified.
- 3.3 The EIA process has been designed to be flexible and look at all impacts of our decisions, policies, functions and practices both positive and negative. It is not restricted to looking at those with protected characteristics. It is an inclusive process which covers equality impact, community impact and workforce impact.
- 3.4 You don't have to have all the answers, but must be clear about the considerations you have taken and be open to challenge.

### 4. Relevant Legislation – Equality Act 2010

- 4.1 The Equality Act 2010 provides a framework of protection against direct and/or indirect discrimination, harassment and victimisation in services and public functions, in premises, at

work, in education, associations and transport. It protects individuals and promotes a fair and more equal society

- 4.2 The Public Sector Equality Duty (PSED) comprises of the General Equality Duty (GED), as set out in Section 149 of the Equality Act 2010, the Public Sector Equality Duty requires public sector bodies to consider how they can positively contribute to the advancement of equality and good relations.
- 4.3 Salisbury NHS foundation Trust must, in the exercise of its functions have due regard to:
- Eliminate discrimination, harassment and victimisation.
  - Advance equality of opportunity between persons who share a relevant protected characteristic and, persons who do not share it.
  - Foster good relations between persons who share a relevant protected characteristic and those who do not share it.
- 4.4 This covers the nine 'protected characteristics' which are often referred to as the equality groups: Age, disability, gender reassignment, marriage including same and opposite sex, pregnancy and maternity, race, religion or belief, sex, sexual orientation

## **5. Related Policies, Guidance and other Trust Documents**

- 5.1 A guidance document has been produced to ensure the all our people understand the process and are able to complete the impact assessment.
- 5.2 Equality, Diversity and Inclusion Policy.
- 5.3 MLE E- Learning session entitled "Equality Impact Assessment Training"

## **6. Making it Happen**

- 6.1 To achieve our objective we will undertake an EIA in the following circumstances:
- All organisational change, transformation or development must conduct and/or refer to a completed EIA.
  - All new policies, projects and services require an EIA as part of their development. This often helps shape the final service.
  - Any decision which is confirmed by the Trust Board must show consideration of an EIA.
  - An EIA should also be undertaking when we are designing our training programmes.
- 6.2 EIA's are linked to the policy or procedure to which they refer and reviewed whenever the procedure is reviewed.
- 6.3 EIA's will be publically available on the Trust website for the public to scrutinise and take part where appropriate. It is important to show the local community that Salisbury NHS Foundation Trust is actively engaged and committed to challenging potential discrimination, as well as improving service delivery and employment practices in relation to equalities.
- 6.4 We will make sure that all our people are aware of their responsibilities and receive appropriate training to complete EIA's.

## 7. Responsibility for undertaking an Equality Impact Assessment

### 7.1 An EIA should be completed by at least two people.

7.2 Those with ownership of the function, policy, process or decision will be able to undertake a lot of the background work for themselves, but the focus of the EIA is a thought process that is influenced by discussion. It is important that the EIA is considered by at least two people. This should include:

- A manager who can make decisions about the final content. The manager may be nominated by the owner of the function, policy, process or decision and at least on of the following;
- An operational worker who delivers the service, and/or
- An informed observer who can challenge and question (maybe a member of our staff networks).

7.3 **EIA Lead:** One person will be chosen to lead the EIA process. This person should be identified at the beginning of the EIA form. They are responsible for driving the EIA and liaising with the Head of Diversity & Inclusion if necessary.

7.4 The person nominated as the EIA Lead **must** complete the MLE e-learning session entitled “Equality Impact Assessment Training” before commencing the EIA. They **must** endorse the EIA Form with the date they completed this training, in the appropriate section.

7.5 **Head of Diversity and Inclusion:** The Head of Diversity and Inclusion is responsible for providing guidance and training for those undertaking EIA’s. They will also be responsible for monitoring and signing off EIA’s. They will maintain a central record of EIA’s completed and issue each one a unique number.

## 8. Communication

8.1 This policy will be available on the Trust’s Microguide site.

8.2 All our people will be made aware of this policy and have access to it prior to being expected to undertake an EIA

## 9. Equality Impact Assessment for Policies

Salisbury NHS Foundation Trust aims to design and implement services and policies that meet the diverse needs of its services, population and workforce, ensuring that none are placed at a disadvantage over others

This document has been assessed against the Trust’s Equality Impact Assessment Tool which was presented to the ratifying committee.

## 10. Monitoring and Review

This policy will be reviewed by the Workforce Manager on an annual basis to ensure compliance with appropriate legislation

## 11. Appendices

- A Equality Impact Assessment
- B Implementation Plan

- C EIA Form
- D EIA Guidance

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|----------------------------------------------------|---------------------------------|
| <b>Post Holder /Author Responsible for Policy:</b> | Head of Diversity and Inclusion |
| <b>Date Written:</b>                               | August 2020                     |
| <b>Approved By:</b>                                |                                 |
| <b>Ratified by:</b>                                |                                 |
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