

# EIA (Equality Impact Assessment) Guidance



## 1. Introduction

Salisbury NHS Foundation Trust puts equality, diversity and inclusion at the heart of everything we do.

The Equality Act 2010 requires us to evidence the impact of our functions, policies, processes and decisions on those with protected characteristics. The way we choose to do this is through an Equality Impact Assessment (EIA).

The key purpose of an Equality Impact Assessment is to:

- Promote all aspects of equality.
- Identify whether certain groups are excluded from any of our services.
- Identify any direct or indirect discrimination.
- Assess if there are any positive or negative impact on particular groups.
- Promote good relations between people of different equality groups.
- Act as a method to improve services.

Other reasons for Equality Impact Assessments are:

- It increases user/public/staff trust.
- It enhances value for money.
- It informs business plans.
- It increases social inclusion.
- It promotes understanding and sensitivity.

## 2. What is an Equality Impact Assessment?

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 and for everybody.

The purpose of an Equality Impact Assessment (EIA) is to improve the work of the Trust by making sure it does not discriminate and that, where possible, promotes equality. It is a way to make sure individuals and teams think carefully about the likely impact of their work on service users and take action to improve activities, where appropriate.

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 negative impacts that can be removed, mitigated or justified.

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 equality issues and those with protected characteristics. It is an inclusive process which covers equality impact, community impact and impact upon our workforce impact. The EIA template includes a reminder of these groups, however it is not an exclusive list.

The EIA is carried out by completing a form, drawing on existing research, monitoring information, and consultation. Once this has been completed, action plans can be drawn up and any decisions to change the delivery of an activity or policy can be made.

Equality Impact Assessment should not be seen as a separate exercise for Managers to undertake. It should be built in as an integral part of continuous service and performance review. Assessing for equality impact is an aspect of delivering service improvements. For some of the services, equality considerations may already be well integrated into service planning and review. The Equality Impact Assessment Process will simply enable services to document equality deliberations and conclusions and show transparency and accountability to the wider community.

### 3. What activities and policies should be assessed?

All of the Trust's health care activities and policies and procedures should be assessed as all of our activities are relevant to a varying degree.

An Equality Impact Assessment should be carried out when:

Developing:

- New Policies
- New Guidelines
- New Service / Function
- Trust Tender
- New Projects

Reviewing:

- Existing Policies
- Existing Guidelines
- Existing Services / Functions

### 4. MLE E-learning package

Before you start work on your first equality impact assessment (EIA) you are required to complete the e-learning package on MLE which relates to Equality Impact Assessments. You will be required to provide the date you completed this on the EIA Form.

Equality Impact Assessment Training



## 5. Who should complete the EIA?

An EIA should be completed by at least two people.

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 one of the following;
- An operational worker who delivers the service, and/or
- An informed observer<sup>1</sup> who can challenge and question.

## 6. When do you start an EIA?

An EIA should be started when you start planning for your decision, policy, function or process.

It is most useful and effective when it is started as you begin your planning process. It will look at the potential impacts of your work and help you to consider issues. It will also guide you in planning relevant consultation.

The EIA is a living document and should progress alongside your planning process. It will also act as an audit trail for your decision making process and development of the project capturing any changes made.

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<sup>1</sup> Informed Observer – Diversity Champion, LGBT Ally, Staff Network member, Staff Side representative or someone with a relevant protected characteristic (Age, Race, Gender, Disability, Sexual Orientation, Religion/Belief, Marriage, Gender Reassignment, Pregnancy)  
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## 7. EIA Form

The EIA Form is a means of auditing the EIA process. It has been redesigned to be more user friendly and includes some prompts to assist in completion.

The form is broken down into a number of sections:

### Page 1:

The EIA Number will be allocated by the Head of Diversity & Inclusion.

The form begins by asking you;

EIA No: <i>(To be inserted by Head of D&amp;I)</i>	Click here to enter text.	
What is being assessed? (Name of Policy, process, procedure, decision.)	Click here to enter text.	
Owner/Author:	Click here to enter text.	
What are the main aims and objectives of the Policy/Document/project or programme	Click here to enter text.	
Date EIA Commenced	Click here to enter text.	
Person leading the EIA <i>(Required to complete MLE EIA learning prior to commencing EIA).</i>	Name Job Title	Click here to enter text.
	Date Completed MLE	Click here to enter text.

- What is being assessed – *The title of the Policy, process, procedure or decision)*
- The Owner/Author of the policy, process, procedure of decision.
- A description of what is being assessed – *Some paragraphs describing the purpose of the policy, process, procedure or decision.*
- Date EIA commenced.
- Persons Involved in completing the EIA

The form is then broken down into four sections, each described in the following sections of this guidance (8)(9)(10)(11);

- Section 1: SCREENING (8)
- Section 2: MAPPING (9)
- Section 3: REPORTING (10)
- Section 4: MONITORING (11)

## 8. Section 1: SCREENING

Criteria	Yes	No
Does the policy* affect people?	<input type="checkbox"/>	<input type="checkbox"/>
Could or does the policy* affect one or more equality target group(s) in a different way to other groups?	<input type="checkbox"/>	<input type="checkbox"/>
Could or do different equality groups have different needs in relation to the policy*?	<input type="checkbox"/>	<input type="checkbox"/>
Does the policy* actually or potentially contribute to or hinder equality of opportunity?	<input type="checkbox"/>	<input type="checkbox"/>
Does the policy* offer opportunities to promote equality?	<input type="checkbox"/>	<input type="checkbox"/>

This section asks you to consider a number of questions relating to your policy, process, procedure or decision. If you answer yes to any of the questions or are unsure of the answer you should complete a Full EIA.

If the answer to **all** of the questions is No, then a full impact assessment is not required.

Endorse your policy, process, procedure or decision indicating that EIA Screening has taken place.

The EIA Form should then be forwarded to the Head of Diversity & Inclusion.

## 9. Section 2: MAPPING

Section 2 asks you to identify;

- those who may be affected
- to provide evidence of the effect
- whether the effect is positive or negative.

To assist in identifying who may be affected the form contains the following aide memoir. The contents are not exclusive and we would ask those completing the EIA to consider all people who may be affected.

Protected Characteristics	Community	Staff
Age Ethnicity Gender Sexual orientation Disability Gender reassignment Religion/Belief Pregnancy/Maternity Marriage/Civil partnership	Patients. Members of the local community. Specific Community Groups	Consider if this has an effect on any particular staff group or all of our workforce. Also consider our volunteers.
Please detail affected groups:  <a href="#">Click here to enter text.</a>		

*Please detail affected groups or those who need to be consulted to ascertain the impact.*

In this section we are asking you to identify those groups who you know will be affected by the policy, process, procedure or decision. If you are unsure of the effect it will have we also ask you to identify who needs to be consulted to ascertain what that effect is.

If you are at a loss as to which groups may be affected you can consult the Head of Diversity & Inclusion for guidance.

If you identify that groups or individuals need to be consulted you can delay completing the following questions until the consultation has been completed.





	<b>Evidence of Impact</b> ( <i>including relevant equality data and both positive and negative impacts</i> ).	<b>Mitigation</b> ( <i>if positive impact how can this be replicated?</i> )
<b>Age</b>	Click here to enter text.	Click here to enter text.
<b>Disability</b>	Click here to enter text.	Click here to enter text.
<b>Race/Ethnicity</b>	Click here to enter text.	Click here to enter text.
<b>Gender</b>	Click here to enter text.	Click here to enter text.
<b>Gender Reassignment</b>	Click here to enter text.	Click here to enter text.
<b>Marriage</b>	Click here to enter text.	Click here to enter text.
<b>Pregnancy &amp; Maternity</b>	Click here to enter text.	Click here to enter text.
<b>Religion &amp; Belief</b>	Click here to enter text.	Click here to enter text.
<b>Sexual Orientation</b>	Click here to enter text.	Click here to enter text.
<b>Community</b>	Click here to enter text.	Click here to enter text.
<b>Workforce</b>	Click here to enter text.	Click here to enter text.
<b>Other</b>	Click here to enter text.	Click here to enter text.

In the above section you are asked to provide evidence of the perceived impact in the first column. This should include a reference to all the evidence you have about that particular group of people. It should include any relevant data concerning that group.

If you are uncertain of the effect you should identify this in the appropriate section and consider consulting with relevant people to identify any impacts.

The second column asks you to identify anything you need to do to mitigate any negative impact or replicate any positive impact for other groups.

You will note that the first rows apply to people with protected characteristics. There is then provision to consider the impact on the wider community and the Trust Workforce.

All impacts should be considered and we have added an extra box for any other groups of people/communities who you feel may be affected.

## 10. Section 3: Reporting

**Recommended Action to mitigate the negative affects highlighted:**

***Date these recommendations communicated to the owner/author:***

Click here to enter a date.

Once you have considered the effects on particular groups and identified areas of mitigation etc. use this section to highlight to the policies owner/author of the actions required. It will be the owner/authors responsibility to consider the actions and identify if they are able to be put in place.

The owner/author should the report their decision in the following section.

## 11. Section 4: Monitoring

***Result of the actions carried out in response to the EIA:***

***By whom***

Click here to enter text.

Click here to enter text.

Once the actions identified in Section 3 have been completed, the owner/author should complete this section. They should identify who completed the action.

If it is not possible to complete the action and mitigate the negative impact the owner/author will use this section to justify why the policy should continue in its current form.

***Other People involved in completing this EIA: Include name and job title.***

Click here to enter text.

Please list here anyone who has been involved in the completion of the Equality Impact Assessment.



**Public Sector Equality Duty – Section 149 Equality Act 2010**

Whilst carrying out their functions public authorities must have due regard to:

- Eliminate unlawful discrimination
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster or encourage good relations between people who share a protected characteristic and those who do not.

Click here to enter text.

This section should be completed with an explanation as to how the policy meets the requirements of the Public Sector Duty as described.

If you are uncertain about this please contact the Head of Diversity & Inclusion who will assist in completing this section.

<b>Authorised by Responsible Manager:</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Name</b>	Click here to enter text.	
<b>Job Title</b>	Click here to enter text.	
<b>Date</b>	Click here to enter text.	

Once the Public Sector Equality Sector duty section is complete please forward to the Manager responsible for the function, policy, process or decision. The responsible manager will then sign-off the EIA and forward it to the Head of Diversity & Inclusion to be finalised.

The following table will be completed by the Head of Diversity & Inclusion and the EIA will be recorded and completed. A review date will be identified in line with the review date of the policy.

<b>Date EIA completed:</b>	Click here to enter a date.	<b>Review Date</b>	Click here to enter a date.
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<b>Quality Checked by Head of Diversity and Inclusion:</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Date</b>	Click here to enter a date.	

## 12. Further Advice and guidance

If you require further advice or guidance on completing an equality impact assessment please contact the Head of Diversity & Inclusion – [rex.webb@nhs.net](mailto:rex.webb@nhs.net)