

FULL EQUALITY IMPACT ASSESSMENT (EIA) TOOL

This form is to be completed AFTER policies or functions have been screened using the Initial Screening Tool

This form should only be completed where it has already been identified that a policy, procedure, business proposal or strategy may impact adversely on the ability of a group of people to access a service or function.

Name of Document:	Lead Officer:	Date document published:	Date of review:
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Consultation - for this step it is important to refer to any consultation exercises which have been undertaken and/or any complaints received:

What have service users/non-users or other stakeholders (including employees) already told you about the proposed/existing policy/procedure/business case/strategy and any negative impacts? State who has been consulted and the methods of consultation.	
Do you need to carry out further consultation? If so, who will you be consulting with and by what methods? (consider using local 'experts' or 'champions' to help you look at your service from different viewpoints)	

Monitoring and Research - for this step it is important to refer to any monitoring information which is already held. Arrangements need to be set up for effective monitoring if this is not already taking place.

How do we know whether the service is accessible to all groups? (note – could increasing accessibility for some have an adverse impact on others?)	
If there is a lack of information, what research will be carried out and for which groups?	

Equality Action Plan

Using the information already gathered, summarise your findings in the table below in relation to potential or actual impacts for different groups. If you have identified that any group is experiencing, or is likely to experience, a negative impact, particularly if this could be unlawful discrimination or if it is unintentional, then action must be taken to address this. Any policy which could unlawfully discriminate must be changed, unless this can be objectively justified. Even if you have found negative impacts that would not amount to unlawful discrimination, you still need to identify ways to remove or reduce these. For example, change the policy/proposal, change how the policy/proposal is put into practice, find alternative ways of achieving the aims of the policy/proposal, or introduce additional measures.

If no actions are taken to change the policy/proposal when adverse impacts for some groups have been identified, or where an adverse impact for some groups is unavoidable, you should double check that this could be justified legally. Major changes would need to be reported to your Health Group Triumvirate/Corporate Directorate highlighting the findings of the EIA and setting out recommendations such as actions to change the policy/proposal, or whether or not to adopt the policy/proposal in light of the findings.

Even if you have found no evidence of potential negative impacts, you should consider how to improve any positive impacts or how your policy/proposal could be adapted to promote equality.

**G= Gender, A= Age, R=Race, D=Disability, RB= Religion and Belief, SO= Sexual Orientation, GR= Gender Reassignment, MCP= Marriage/Civil Partnership
PM= Pregnancy and Maternity**

Identified Impact on Equality – i.e. problem/barrier identified using consultation, research, monitoring etc	Potential impact on (please tick)									Action Identified to resolve	Who will action	When by
	G	A	R	D	RB	SO	GR	MCP	PM			
1.												
2.												
3.												

We are required to publicise the results of all Equality Impact Assessments, could you please forward a copy of your completed assessment form to:

Jackie.railton@hey.nhs.uk

Form completed by: Date:

Date of Next EIA Review:
