

## Equality Impact Assessment Full Form & Guidance

EqlAs are a way of thinking about the impact that a policy, strategy, project or service may have on different groups within the community including staff, service users and carers. The Equality Act 2010 identifies nine Personal Protected Characteristics that must be given due consideration, these are: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

An EqlA consists of two stages: an initial screening process and, when necessary, a full impact assessment if the initial screening has identified a possible high negative impact.

*We will use the word 'proposal' to mean all policies, strategies, projects and services.*

If the screening form has highlighted a possible high negative impact then the form below will take you through the full Equality impact assessment process.

The first section asks for details of the particular areas of concern and a summary of the high negative impact areas highlighted in the screening form.

The next section asks for details of any planned consultation, or any consultation that has already taken place, around the issues of concern. This might be with relevant community groups, reference groups or with staff groups. There is also opportunity to look at any national data or research about the potentially disadvantaged or marginalised groups.

For example if you were assessing the impact of a new assessment process which didn't take account of people's religious or spiritual needs, you may like to look at research around culturally sensitive assessment tools, the benefits of meeting people's spiritual needs or human rights issues around this area of care etc.

This may give you an opportunity to identify any gaps which you are aware still remain in terms of information to support necessary changes.

The final section on the form is the creation of a simple action plan for changes that need to be made, with details of how this will be monitored and reviewed.

The whole EqlA process requires either a good awareness level of the discrimination faced by different groups, or support from a wider group of people to carry out of the screening. The process may be confusing to begin with and it is not the intention that one individual should complete the form first time without the support and advice of others. The Head of Diversity is also able to provide support.

*When you've completed the full form please send a copy to the Head of Diversity at [EqualityImpact.Assessment@bcptf.nhs.uk](mailto:EqualityImpact.Assessment@bcptf.nhs.uk), along with a copy of the original proposal. Any resulting actions then need to be incorporated into Divisional or Service planning and monitored on a regular basis.*

# Equality Impact Assessment Form

Title of proposal:			
Person Completing Form:		Role in Organisation:	
Division:		Service Area:	
		Date Submitted (dd/mm/yy):	

Looking back at the screening tool, in what areas are there concerns that the proposal treats groups differently, unfairly or disproportionately?

Summarise the likely negative impacts

What previous or planned consultation or research on this proposal has taken place with groups from different sections of the community?

Group (community, service user, carer)	Summary of consultation / research carried out or planned. If already carried out, what does it tell you about the negative impact?

What previous or planned consultation or research on this proposal has taken place with different staff groups?

Staff group	Summary of consultation / research carried out or planned. If already carried out, what does it tell you about the negative impact?

What up-to-date information or data is available about the different groups the proposal may have a negative impact on?

Are there any gaps in your previous or planned consultation, research or information? If so, are there any other experts / groups that could be contacted to get further views or evidence?

Yes  No

If yes, please list:

As a result of this full impact assessment and consultation, what changes need to be made to the proposal? (You may wish to put this information into an action plan and attach)

Will the changes planned ensure that any negative impact is legal?

Yes  No

Will any negative impact now be low impact?

Yes  No

Have you set up a review process to monitor the successful implementation of the proposal?

Yes  No

How will this monitoring further assess the impact on different sections of the community and ensure the proposal is non-discriminatory?

Please save and keep one copy and then send a copy to the Head of Diversity at [EqualityImpact.Assessment@bcpft.nhs.uk](mailto:EqualityImpact.Assessment@bcpft.nhs.uk)

The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Directorate planning and monitored on a regular basis.