

Please refer to the guidance notes “How to carry out an Equality Impact Assessment”	
Document Reference:	Document Title:
Assessment Date:	Document Type:
Responsible Director:	Lead Manager:

Step 1:	Identify main aims of policy
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Describe the main aim, objectives and intended outcomes of the proposed project/policy

Aim:
Objectives:
Intended Outcomes:

Step 2:	Collect and Analyse Information
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Has any previous work or research been done on equality issues in the area of the proposed project/policy? If so, what were they?

<p>You should ask relevant questions in relation to all the strands equality & diversity, but information gathered should be relevant to your needs that will inform your decisions around the topic you are reviewing. If you identify a need for information that is not available you should consider and plan with the relevant others how this information could be obtained.¹</p>			
Gender (including transgender)	Do you have enough information?	Yes	No
	What else do you need to know?		
Race	Do you have enough information?	Yes	No
	What else do you need to know?		
Disability	Do you have enough information?	Yes	No
	What else do you need to know?		
Sexual Orientation	Do you have enough information?	Yes	No
	What else do you need to know?		
Age	Do you have enough information?	Yes	No
	What else do you need to know?		
Religion & Belief	Do you have enough information?	Yes	No
	What else do you need to know?		

¹ Refer your need for information and proposal to the Equality & Diversity Steering Group using a copy of this page with your information before proceeding to ensure all similar requests can be coordinated

Step 3: Identify the level of impact

To help you think about this, you should complete the High, Medium, Low table and give reasons/comments for where:

- (a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy/project/procedure could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full Equality Impact Assessment should be completed.**

Equality target	a. Positive impact			b. Negative impact			c. If NONE how did you evidence this?
	Low	None	High	Low	None	High	
Gender (including transgender)							
Race							
Disability							
Sexual orientation							
Age							
Belief and Religion							

Step 3^a: Decide if policy is equality relevant

Does the proposed project/policy have an explicit focus on inequalities, human rights and diversity? If so, how?

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Is there a risk that the proposed project/policy may unintentionally mask or cause a negative impact on equality and diversity?

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Is there a risk of adverse impact? If yes, please list the specific risks. If no, please explain the basis of your judgement.

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Step 3^b: Record findings and produce action plan

If there are any potential or actual risks, what action will be undertaken to mitigate the specified risks, or to minimise the adverse impact. Within what timescales will this be done, what are the implications on resources and who will be responsible?

Findings	Proposed action	Timescale	Implications on resources	Responsible lead

Please state how the policy, procedure or process will be monitored for inequalities that may arise after the implementation:

Summary:

On the basis of the information/evidence/consideration so far, do you believe that the proposed project/policy will have a positive or adverse impact on equality or diversity? (please circle one)

Positive Impact		Adverse Impact	
Yes	No	Yes	No

Basis for your judgement:

Has a significant adverse impact been identified that requires a Full Equality Impact Assessment?

YES	Some Impact Identified Local Actions set out to resolve the impact ²	NO
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Name of the project/policy lead completing this assessment:

Name:	Job Title:
Signature:	Date:

This form must accompany all policies and procedures when sent to Trust Board Committee or Group for approval the following summary should be the used as the covering front sheet

When completed and approved by the accountable Director a copy must be forward to communications to be published to the website

Please note that this document provides the evidence for item 5 from appendix B of the policy on procedural documents.

² Please ensure that the arrangements for monitoring the implementation and outcomes are stated in the executive summary

Executive Summary Page for Equality Impact Assessment:	
Document Reference:	Document Title:
Assessment Date:	Document Type:
Responsible Director:	Lead Manager:
Conclusion of Equality Impact Assessment:	
Recommendations for Action Plan:	
Risks Identified:	
Approved by a member of the executive team:	
YES	NO
Name:	Position:
Signature:	Date:
This whole document should be stored with the master document and a final approved electronic copy must be published on the public website	