

Help to complete Equality Impact Assessments

Filling in the first page:

1. What is it you are assessing? E.g. policy, care pathway, service.
2. Who is leading/responsible for this assessment?
3. Have you involved other partners or stakeholders? If your service is delivered in partnership then the EIA needs to be done in partnership too. Can you involve service users in the EIA? Try not to complete the EIA on your own – a small group, or even one other person, will bring more breadth of knowledge than you can have on your own.
4. Data can come from academic research, anecdotal evidence, patient or staff surveys, census data, social research, journal articles, local authority data, audits, complaints, near misses, critical incident analysis, public health research, attendance figures, employment statistics etc. If there is no direct data, think laterally. For instance, there may be nothing on sexual orientation and COPD, but if you consider the common causes of COPD – smoking – then there may be information on that and sexual orientation.
5. Gender – please consider the impact of social role (woman/man) and not just biological sex (male/female) in this section. Please also consider transgendered staff and service users separately.
6. Race – please remember to consider Gypsy/traveller communities, Irish, and eastern European immigrants in this section.
7. Disability – please consider sensory impairments (e.g. hearing/visual), physical impairments (e.g. dexterity, mobility, and access issues) and cognitive impairments (e.g. learning disabilities, head injury, Parkinson's disease or mental health challenges).
8. Sexual orientation – Lesbian, gay, heterosexual and bisexual. Transgender issues should be dealt with under Gender.
9. Religion/belief – although there will be some overlap with Race they are not the same thing! Please give separate consideration to this section.

Filling in the action plan:

10. If you answered 'yes' to any of the strands then put the strand in the first column. The second column is where you put any issues which have been highlighted in the EIA. Each strand might have none, one, two or multiple issues. Each issue needs to go into a new row in the table.
11. Then ask "what can I/we/the PCT do about it?" This goes into your action column. Each issue can have one, two or multiple actions. These can include going back to your policy/strategy/project plan and altering it. Some of your actions will be 'quick wins' that can be done immediately, others may take some years and will need to be broken down into incremental stages.
- 12. Please ensure that each action point is in a separate row in the table – see below for an example.**
13. If serious issues of direct discrimination are highlighted then these need to be dealt with immediately.

14. In column four you write how you are going to evidence that the action has taken place. This must be measureable. Imagine what you would show to the Healthcare Commission if they paid you a visit.
15. In column five you are asked for timescale – by when will you have completed the action? Be realistic. You will be contacted as the date draws near and asked how you are doing.
16. In column six put who is leading on this action. Make sure that they know that their name is against the action. Each action might be a different person’s responsibility. If the Equality and Diversity Lead wanted to discuss the action, who would they phone?
17. When you have filled in the action plan, forward it to your Equality and Diversity Lead prior to taking any action as they may highlight a corporate need or theme that should be addressed as an organisation or the need for further work with particular groups which would be better carried out in partnership with the local authority or other partners. The Lead will look at your action plan and will either accept it or return it to you with comments asking for changes to be made.
18. You will be asked to “traffic light” your action plan to indicate how close you are to the action being completed.
19. Once EIAs have been ‘signed off’, a copy needs to be sent to the Equality and Diversity Lead for commissioning. They will ensure that the EIA is published and becomes part of the PCT’s Single Equality Scheme Action Plan.
20. If you need to complete an EIA for a Board or PEC paper, this does not mean that you have to have completed **all** the tasks in your action plan before submitting your paper to the Board/PEC, just that you have an action plan which identifies what the issues are and how they will be addressed in a timely manner.
21. Remember, the EIA is an active document. The completion of each Action Point may lead to further action points being identified.

Example

Strand	Issue	Action required	How will you measure the impact/outcome?	Time scale	Lead
Gender	Issue 1	Action 1			
Gender	Issue 1	Action 2			
Gender	Issue 1	Action 3			
Gender	Issue 2	Action 1			
Gender	Issue 3	Action 1			
Gender	Issue 3	Action 2			
Race	Issue 1	Action 1			