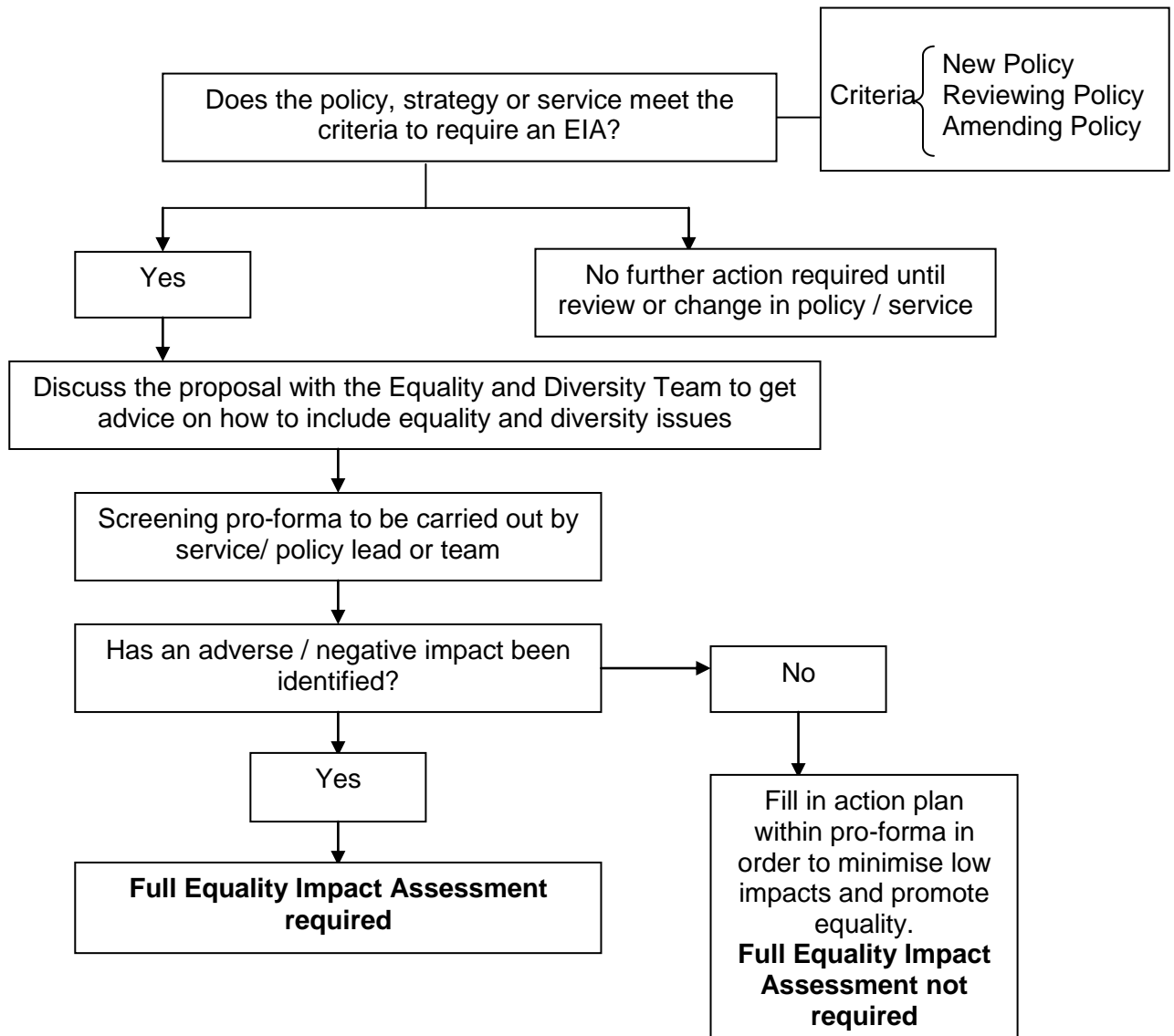


Wolverhampton City PCT Equality Impact Assessment Initial Screening of Policy/Strategy Pro Forma General Policies, Procedures and Functions

Equality Impact Assessment Process Chart Screening Process



N.B. If a member of staff is unsure about any stage of the EIA process then the EIA guidance handbook should be referred to or contact the Equality and Diversity Department.

If you require this document in a different format, e.g., larger print, please contact the Equality and Diversity Department on 01902 444014 or e-mail equality.diversity@wolvespct.nhs.uk

Wolverhampton city PCT Equality Impact Assessment Initial Screening of Policy/Strategy Pro Forma

Completion Guidance: Please ensure that all the questions on the pro-forma are completed and that written evidence is provided. Should you have any problems when filling out the pro-forma then please contact the Equality and Diversity Department.

* Policy includes; strategies, procedures, functions, guidance and guidelines

Name of policy *	
Aim of policy *	
Name of Accountable Director [TITLE]	
Name of Responsible person/people [TITLE]	

Impact Assessment

Does the policy* target or exclude a particular equality target groups listed? Please delete YES / NO as appropriate	Ethnicity	YES	NO	Please provide an explanation for your answer below and evidence as appropriate
	Disability	YES	NO	
	Gender	YES	NO	
	Age	YES	NO	
	Sexual Orientation	YES	NO	
	Transgender	YES	NO	
	Religion or Belief	YES	NO	
<i>[Insert Equality group followed by text]</i>				

Does the policy* affect any of the equality target groups listed disproportionately?	Ethnicity	YES	NO	Please provide evidence for your answer below
	Disability	YES	NO	
	Gender	YES	NO	
	Age	YES	NO	
	Sexual Orientation	YES	NO	
	Transgender	YES	NO	

	Religion or Belief	YES	NO	
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<i>[Insert Equality group followed by text]</i>				
Are there barriers which could inhibit access to the benefits of the policy*? e.g. Communication/information, physical access, location, sensitivity etc.	<i>[Insert text]</i>			Please provide evidence for your answer

Does the policy* give different groups the same choices as everybody else?	<i>[Insert text]</i>			Please provide evidence for your answer
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What evidence has been used to make these judgements? Please tick one or more in column 3	Demographic data and other statistics, including census findings		Please provide any evidence that you feel may be appropriate
	Recent research findings including studies of deprivation		
	Results of recent consultations and surveys		
	Results of ethnic monitoring data and any equalities data from the local authority / joint services		
	Information from groups and agencies within Wolverhampton		
	Comparisons between similar functions / policies		
	Analysis of PALS, complaints and public enquires information		
	Analysis of audit reports and reviews		
<i>[Insert text]</i>			

How is the effect of the policy* on different equality target groups going to be monitored?	Ethnicity	<i>[Insert text]</i>	Please provide evidence for your answer
	Disability	<i>[Insert text]</i>	
	Gender	<i>[Insert text]</i>	
	Age	<i>[Insert text]</i>	
	Transgender	<i>[Insert text]</i>	

Please specify for each equality group	Sexual Orientation	<i>[Insert text]</i>	
	Religion or Belief	<i>[Insert text]</i>	

Impact	Group	Level of Impact	✓	Evidence
What level of impact will this policy* have? Please tick one or more in column 4	Ethnicity	Low level – Impact can be rectified by small actions being taken		Please provide evidence for your answer
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the policy or strategy		
	Disability	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the policy or strategy		
	Gender	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the policy or strategy		
	Age	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the policy or strategy		
	Sexual Orientation	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the policy or strategy		
	Transgender	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the policy or strategy		
	Religion or Belief	Low level - Impact can be rectified by small actions being taken		
		High level / Adverse Impact – Impact cannot be rectified without significant changes to the policy or strategy		
[Insert text]				

Actions

Please give details of the actions you will take to address the issues highlighted in this assessment and when you will complete them by (all these actions should be incorporated into you **Equality Scheme Action Plans**)

Equality Target Group	Action	Lead Person	Timescale

Additional Information

Please put in an additional information that you think may be relevant to the Equality Impact Assessment

Please send the completed template to Equality and Diversity Department, equality.diversity@wolvespct.nhs.uk tel 01902 444014, address; Wolverhampton City PCT, West Park Hospital, 10H Tettenhall Road, Wolverhampton. WV1 4SA.