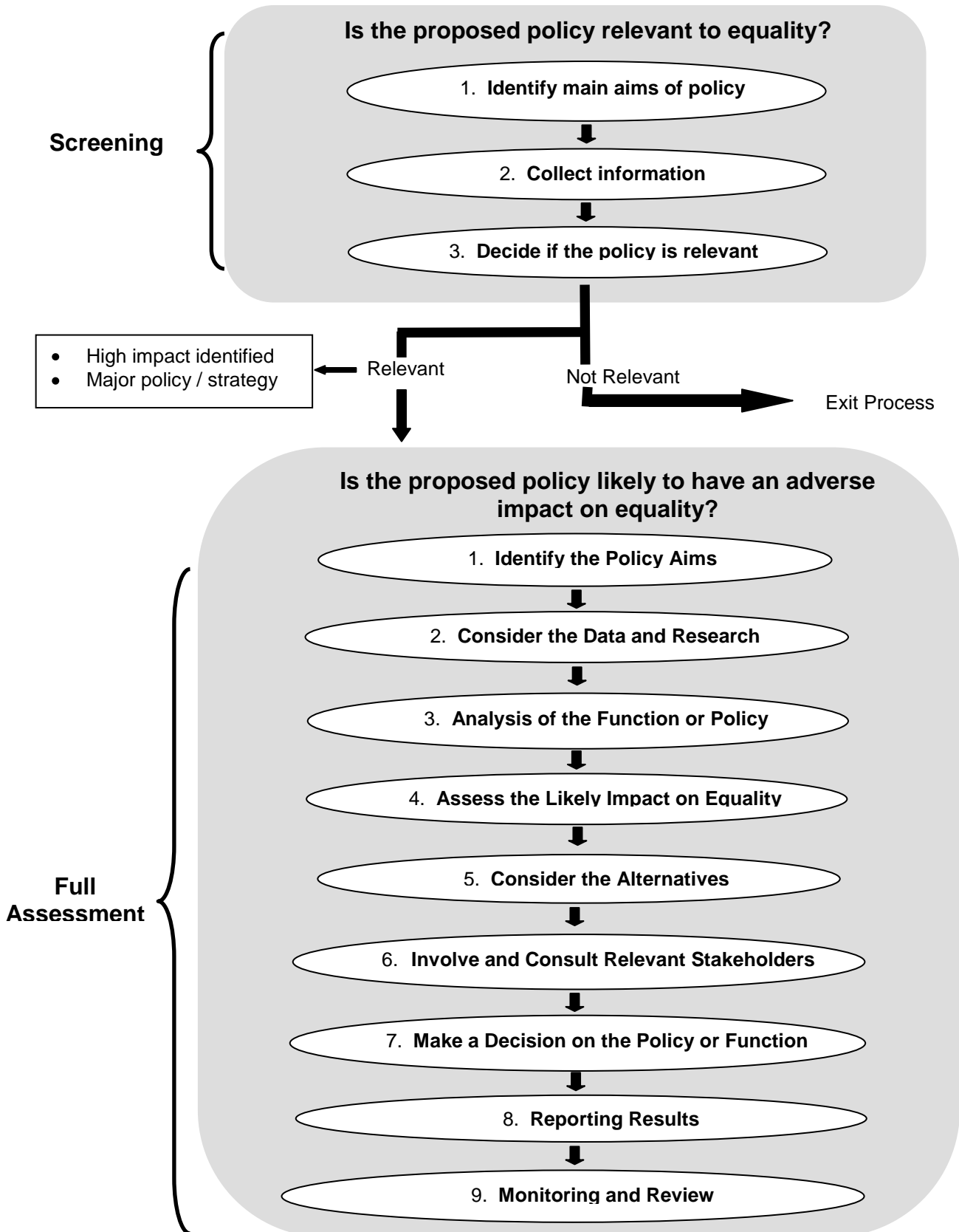


Wolverhampton City PCT Equality Impact Assessment Full Impact Assessment Flowchart



Wolverhampton PCT Equality Impact Assessment Full Impact Assessment

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

Name of the function, strategy, project or policy:	
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Name, job title, department, and the telephone number of staff completing the assessment form	
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Step One: Identify the Policy Aims

What are the main aims, purpose and outcomes of the function, strategy, project or policy and how does it fit in with the wider aims of the organisation

List the main activities of the function, project / policy (for strategies list the main policy areas)

Who are the key stakeholders

How will the function, policy or strategy be put into practice and who will be responsible for it

How will progress be measured

Step Two: Consider the Data and Research

What data is available to help inform the impact assessment?

Check available data research, studies, reports, audits, surveys, feedback etc. concerning each equality target group (ethnicity, religion/belief, disability, gender, sexual orientation, age and transgender) for this particular function or policy and list them below for each area.

Where, if any are the gaps in the information required? What are the reasons for any lack of information? Please list them below in each area of ethnicity, religion/belief, disability, gender, sexual orientation, age and transgender

Is additional information required. If yes what is needed and how will this be carried out

Step Three: Analysis of the Function or Policy

Does or could the policy or function have any influence one any of the equality strands in relation to	Yes	No
<ul style="list-style-type: none"> Promoting equality Eliminating discrimination Achieving equality 		
Ethnicity		
Religion or Belief		
Disability		
Gender		
Sexual Orientation		
Age		
Transgender		

Step Four: Assess the Likely Impact on Equality

Could the function / strategy / project / policy in the way it is planned / delivered could have a negative impact on any of the equality target groups (i.e. it could disadvantage them) or could it have a positive impact on any of the groups, contribute to promoting equality, equal opportunities or improve relations			
Groups affected	Positive impact	Negative impact	Reason
Ethnic groups			
Religion / Faith groups			
Groups of disabled people			

Gender groups			
Sexual Orientation groups			
Age groups			
Transgender groups			

If you have indicated there is a negative impact on any group, is that impact:	Yes	No
Legal / Lawful i.e. it is not discriminatory under anti-discriminatory legislation		
Intended?		

Could you minimise or improve any negative impact? Explain how

Step Five: Consider the Alternatives

Can changes be made to the function or policy

Can the policy or function be implemented in a different way

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Is it possible to consider a different policy, which still achieves your aim, but avoids any adverse impact

Step Six: Involve and Consult Relevant Stakeholders
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What previous or planned consultation (both locally and nationally) on this function / topic/ policy / area / project has taken place / will take place with groups / individuals from equality target groups? If there has already been consultation what does it indicate about negative impact and how people view this function, strategy, project or policy?

Equality target groups	Summary of consultation carried out or planned
Ethnicity	
Religion / Faith groups	
Disability	
Gender	
Sexual Orientation	
Age	

Transgender	

If there are gaps in your previous or planned consultation and research, are there any experts / relevant groups that can be contacted to get further views or evidence on the issues. Please list them and explain how you will obtain their views.

Have you involved your staff (who have or will have direct experience of implementing the strategy /policy / working on the project) in taking forward this impact assessment? If yes how?

Step Seven: Make a Decision on the Policy or Function

The following matrix may assist in making the decision on whether to adopt the policy / function and what actions may be needed

What is the potential risk on the effect of equality (indicate one)		
Highly likely to have an adverse effect on equality High risk	May possibly have an adverse effect Moderate risk	Probably will not have adverse effect Low risk
What is the potential for benefit (indicate one)		
Highly likely to promote equality of opportunity and good relations High potential	May have the potential to promote equality and good relations Moderate potential	Probably will not promote equality or good relations Low potential

If the potential for risk and benefit occurred, how substantial would these be in terms of the number of people effected and the severity of the problem		
Lots of people from different groups may be affected to some extent	A few people may be adversely affected to some extent	
A few people may be affected, but the effect on them will be highly adverse	A lot of people may be severely affected	

Summarise the findings and give an overview on whether the function or policy will promote equality and diversity

What practical actions are required to reduce or remove any adverse / negative impact?

Step Eight: Reporting Results

Give details of how the results of the impact assessment will be published

Step Nine: Monitoring and Review

Give details of the monitoring arrangements

Signed:

Date:

Equality Impact Assessment Action Plan

Issue	Action Required	How would you measure impact/outcomes in practice	Timescale	Responsible Officer

The action plan should be reported on annually in order for the progress to be measured and shared with all stake holders.

To Be Completed When Consultation and Research Has Been Carried Out

As a result of this assessment / consultation / research and available evidence collected, including consultation, state whether there will need to be any changes made/planned to the policy, strategy/function or the action plan.

As a result of this assessment / consultation / research and available evidence is it important that the PCT commission specific research on this issue or carry out monitoring/data collection?

Have you set up a monitoring/evaluation/review process to check the successful implementation of the strategy, project or policy?

Yes

No

Please explain how this will be done?

Please explain how you aim to publish the result of the assessment? (please refer to notes)

Signed:

Date:

Print Name: