

POLICY/PROCEDURE INFORMATION (Policy no HR0037)	
Subject	Equality Impact Assessment Policy HR0037 <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	All staff of Nottinghamshire Hospice
Target Audience	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
Date issued	18 July 2023
Next review date	18 July 2024
Lead responsible for Policy	Director of People Services
Policy written by	Equality, Diversity and Inclusion Lead
Notified to (when)	Strategy and Corporate Governance Group 18 July 2023
Authorised by (when)	Strategy and Corporate Governance Group 18 July 2023
CQC Standard if applicable	Well-led
Links to other Hospice Policies	Equality and Diversity Policy
Links to external policies	
Summary	This Policy outlines the need to carry out equality impact assessments as well as providing guidance on how to complete them.
This policy replaces	N/A

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

VERSION CONTROL		
Status	Date	Reviewed date
Original policy written by Equality, Diversity and Inclusion Lead	July 2023	
Policy reviewed by		
Policy notified to Strategy and Corporate Governance Group	18 July 2023	
Policy ratified by Strategy and Corporate Governance Group	18 July 2023	18 July 2024
Updated control sheet and published on website	July 2023	

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<p>1.</p>	<p>Introduction</p> <p>Nottinghamshire Hospice believes that advancement of equality is vital to everything it does and recognises that individuals have differing needs and will be impacted differently by the policies or services it implements.</p> <p>Equality Impact Assessment (EIA) is the process of assessing the impact, both positive and negative, of existing or proposed policies/procedures or services, including organisational changes, in relation to certain protected groups.</p>
<p>2.</p>	<p>Policy Statement/Aims</p> <p>This EIA policy and procedure is intended to equip staff with the knowledge and confidence to undertake thorough, appropriate and proportionate EIAs in respect of all aspects of service delivery and employment practices.</p>
<p>3.</p>	<p>Scope</p> <p>The EIA procedure applies to all Nottinghamshire Hospice policies, procedures and services. It applies when new policies and procedures are introduced and when these are reviewed or amended. This also includes changes proposed or implemented to services. A new EIA will be required to assess the impact of the changes.</p> <p>This procedure is non-contractual and may be amended from time to time to reflect best practice and legislative changes.</p>
<p>4.</p>	<p>Legislation</p> <p>The Equality Act 2010 (the Act) is the legislation that defines discrimination and provides the legal framework to protect the rights of individuals and advance equality of opportunity in relation to the recognised protected characteristics.</p> <p>Nottinghamshire Hospice is obliged to comply with the Equality Act 2010. The nine protected characteristics identified in the Act are: age, disability, sex,</p>

	<p>gender reassignment, sexual orientation, race, marriage and civil partnership, religion or belief, pregnancy and maternity.</p> <p>The EIA is used as a tool to demonstrate that Nottinghamshire Hospice has shown due regard to the nine protected characteristics and provides an audit trail to demonstrate this. It allows the impact of the existing or proposed policy/procedure or service on the protected characteristics to be considered and improvements and adjustments made where appropriate.</p>
<p>5.</p>	<p>Responsibilities</p> <p>The Leadership Team member overseeing the policy/procedure, strategy or service is responsible for conducting the EIA and submitting it for sign-off.</p> <p>Equality, Diversity and Inclusion Lead is responsible for:</p> <ul style="list-style-type: none"> • ensuring the EIAs submitted for sign-off are of a suitable standard • providing support and/or advice to staff with regard to conducting the EIAs. <p>Equality, Diversity and Inclusion Steering Group are responsible for:</p> <ul style="list-style-type: none"> • ensuring any action identified as a result of the EIA is taken • monitoring the impact of any policy, service, function or organisational change with regard to protected groups. <p>Senior Leadership Team are responsible for:</p> <ul style="list-style-type: none"> • ensuring that an EIA is undertaken whenever a service is introduced or reviewed or an organisational change proposed • reviewing the EIA following any formal consultation to ensure the impact of any changes are adequately considered • ensuring that the EIA is submitted for sign-off within the given timeframes and that feedback from this process is taken on board.

	<p>Nottinghamshire Hospice Committees (Quality and Safety; Strategy and Corporate Governance) are responsible for ensuring that an appropriate EIA, using the correct template has been carried out before approving/deciding on a new or revised policy or service.</p> <p>Chief Executive Officer is the designated Board Member with responsibility for equality and diversity.</p> <p>The Hospice Board of Trustees has overall responsibility for ensuring due regard is given to the Equality Act.</p>
<p>6.</p>	<p>Conducting an Equality Impact Assessment</p> <p>A template for EIA is provided in Appendix 1.</p> <p>The EIA process should be considered as ongoing and where actions are identified or an impact comes to light which was not considered in the initial assessment, the EIA should be reviewed and action taken accordingly.</p> <p>The approach to an EIA must be proportionate to the relevance of equality to the policy or service; the greater the relevance, the greater regard that should be paid. Guidance should be sought from the Equality, Diversity and Inclusion Lead where necessary.</p> <p>There are three stages to conducting a full EIA. These are the screening stage, research stage and summary stage.</p> <p>Dependant on the policy or service being assessed it may not be necessary for a full EIA to be carried out. In these cases, just the screening stage will suffice (see below).</p>
<p>7.</p>	<p>Screening Stage</p> <p>The Screening Stage determines whether there is a need to carry out a full EIA (i.e. follow through with the Research and Summary Stages).</p> <p>In this stage, details about the policy or service are given and the target audience are highlighted. Some policies and services may act purely as</p>

	<p>guidance for staff and may not engage directly with the target audience. In these cases, a full EIA is not required and the EIA is concluded at the end of the Screening Stage.</p> <p>If the policy or service does not require a full EIA this should be recorded in addition to a short explanation as to why a full EIA is not required.</p> <p>If it is not clear whether a full EIA is required, advice should be sought from the Equality, Diversity and Inclusion Lead.</p>
<p>8.</p>	<p>Research Stage</p> <p>The template is populated using existing data and information available to Nottinghamshire Hospice to determine whether the policy or service has any impact on any of the protected groups. In order to complete the assessment, you should seek out and examine existing data and information broken down by protected group.</p> <p>Internal sources of evidence can include:</p> <ul style="list-style-type: none"> • Hospice reports (e.g. the Annual Report) • Hospice demographic data • staff survey results • complaints received • satisfaction survey results • information collected as part of monitoring exercises for policies or procedures. <p>External sources of evidence can include:</p> <ul style="list-style-type: none"> • accepted knowledge of inequalities • news articles • research reports

	<ul style="list-style-type: none"> • information from Hospice UK, other charities and community groups • local demographic data • recognised national statistics (for example sourced from the Office for National Statistics). <p>For further advice on what evidence would be applicable for the EIA being conducted, please contact the Equality, Diversity and Inclusion Lead.</p> <p>The source(s) for the evidence used should be recorded within the EIA.</p> <p>Based on the evidence it is then determined if the policy or service would have an impact on the protected groups and if so, the nature of this impact. All protected groups need to be able to access the key intended outcomes and benefits of the policy or service. If evidence suggests that there would be a neutral impact or no impact on a protected group, this should also be recorded.</p> <p>If any unjustified negative impacts are identified for any protected group, further research needs to be conducted to identify ways to remove or mitigate these impacts. The Equality, Diversity and Inclusion Lead can be consulted during this step. This stage might require consultation with representatives from the protected groups if internal consultation does not mitigate negative impacts. A summary of this should be recorded in the EIA. If consultation with protected characteristic groups cannot take place before the policy or service needs to be implemented, then the action plan should outline measures to allow for future consultation on the implemented policy and this should be recorded in the EIA and any further action must be taken following that consultation.</p> <p>As such, the Research Stage of an EIA should be completed before a policy or service undergoes a formal consultation phase.</p>
<p>9.</p>	<p>Summary Stage</p> <p>The Summary Stage brings together the information gathered as a result of research.</p>

	<p>The Action Plan template must be completed with the actions identified through the Research and Summary Stages.</p> <p>The review date of an EIA should be set in line with the review of the document unless there is an action plan, in which case it should be reviewed in line with the implementation timeframe of the action plan.</p>
<p>10.</p>	<p>Negative Effects</p> <p>Negative effect refers to the impact of a policy or service on specific protected groups that is detrimental and/or disproportionate compared to other groups.</p> <p>Negative effects can be justifiable or unjustifiable:</p> <ul style="list-style-type: none"> • An identified negative effect of a policy or service may be considered justified if the policy or service helps to meet a legitimate aim. Where a negative effect is justifiable, there still may be actions that can mitigate the negative impact on protected groups and these should be considered and recorded in the EIA action plan. • Unjustifiable negative effects are those where there is no legitimate aim to explain or justify the negative impact. If these effects are found as a result of the EIA then actions must be taken to rectify or mitigate them and this must be recorded in the action plan.
<p>11.</p>	<p>Sign-Off</p> <p>All EIAs will require sign-off by the Equality, Diversity and Inclusion Lead. Where the Equality, Diversity and Inclusion Lead is not available, the Director of People Services or the Chief Executive Officer will conduct the sign-off. The sign-off process must take place prior to the ratification of the policy, procedure or service.</p> <p>All EIAs should be signed off within 21 calendar days of submission to the relevant person as specified above. This timeframe should be accounted for as part of planning for the implementation of any policy or service.</p>

If the EIA is deemed not to be sufficient, it will be returned to the person responsible for the policy or service with feedback. The EIA must then be amended as required by the feedback and resubmitted for sign-off.

Once the EIA has been signed off, the policy or service can be ratified at the board or committee.

12. Training

Training on conducting equality impact assessments and the use of this procedure will be available as a classroom session to the Leadership Team.

Any further guidance can be obtained from the Equality, Diversity and Inclusion Lead.

13. Monitoring and Audit

Compliance with the policy will be monitored in the following ways. All reports will maintain confidentiality and will not report individual identifiable data.

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Completion of EIAs for all policies/services.	Monitored as part of sign-off process.	Equality, Diversity and Inclusion Lead	As required	Equality, Diversity and Inclusion Steering Group Senior Leadership Team Nottinghamshire Hospice Q&S, SCG sub-groups
Quality of EIAs signed off	Report	Equality, Diversity and Inclusion Lead	Biannually	Equality, Diversity and Inclusion Steering Group Senior Leadership Team Nottinghamshire Hospice Q&S, SCG sub-groups

Equality Impact Assessment – Stage 1

1. Information about the policy or service

What is being assessed?	
Job title of staff member completing assessment:	
Brief description of the service or policy being assessed, including main aims and objectives	
New or existing policy/service?	
Date assessment approved:	
Signature of staff member completing assessment	
Signature of staff member approving assessment	

2. Screening Stage

Who benefits from this policy or service? Who is the target audience?

- Patients Family/carers
 Staff Volunteers
 Other (please specify): _____
 Not applicable

Does the policy or service involve direct engagement with the target audience?

- Yes - *continue with full equality impact assessment (see next page)*
 No - full equality impact assessment not required

Equality Impact Assessment – Stage 2

Research Stage

Notes:

- If there is a neutral impact for a particular group or characteristic, mention this in the ‘Reasoning’ column and refer to evidence where applicable.
- Where there may be more than one impact for a characteristic (e.g. both positive and negative impact), identify this in the relevant columns and explain why in the ‘Reasoning’ column.
- The Characteristics include a wide range of groupings and the breakdown within characteristics is not exhaustive but is used to give an indication of groups that should be considered. Where applicable please detail in the ‘Reasoning’ column where specific groups within categories are affected, for example, under Race the impact may only be upon certain ethnic groups.

Impact Assessment

Characteristic	Positive Impact	Negative Impact	Neutral Impact	Not enough information	Reasoning
Gender – men (including trans men), women (including trans women) and non-binary people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ethnicity - Asian or Asian British; Black or Black British; Mixed Race; White British; White Other; and Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability - disabled people and carers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage or Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sources of information

List any sources of information used, including consultation:

Summary stage

Outcome Measures

List the key benefits that are intended to be achieved through implementation of this policy or service and state whether or not you are assured that these will be equitably and fairly achieved for all protected groups. If not, state actions that will be taken to ensure this.

Positive Impact

List any positive impacts that this policy or service may have on protected groups as well as any actions to be taken that would increase positive impact.

Unjustifiable Negative Effects

List any identified unjustifiable negative effects on protected groups along with actions that will be taken to rectify or mitigate them.

Justifiable Negative Effects

List any identified unjustifiable negative effects on protected groups along with justifications and any actions that will be taken to mitigate them.

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Equality Impact Assessment Action Plan

Complete this action plan template with actions identified during the Research and Summary Stages.

Identified risk	Recommended actions	Lead	Resource implications	Review date	Completion date

Equality Impact Assessment Flowchart

