

Equality Analysis Guidance and Template

May 2013

Equality Analysis Guidance

The Equality Act (2010) requires public organisations to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people who may or may not share a protected characteristic. The Equality Act has identified nine protected characteristics that you must test against to ensure equality has been addressed.

To achieve this we are required to analyse the effect of any policy, practice, function, business case, project or service change. This is what is known as an 'Equality Analysis' or what used to be referred to as 'Equality Impact Assessment'. The Equality Act 2010 removed the requirement to follow a prescriptive 'Equality Impact Assessment', but not the requirement to demonstrate equality compliance. Nationally the NHS has promoted the development of appropriate local Equality Analysis tools, which are both transparent and simple to use.

Equality Analysis and why you have to do it

An equality analysis is a review of documentation or process which establishes whether there is a negative effect or impact on particular social groups. In turn this enables the organisation to demonstrate it does not discriminate and, where possible, it promotes equality. This is an opportunity to report the good practice that is part of current service delivery; in turn this enables the collation of equality information for MONITOR, CQC, NHSLA or other statutory review processes.

This template supports the author or lead to focus on the nine protected characteristics, so there is a clear purpose and structure to check against. All documentation and processes will require consideration of the impact of the Equality Act 2010, but hopefully the outcome for most documentation will be evidence of the positive impact on the communities you serve.

By **not** completing an Equality Analysis, you will open yourself to challenges from either the Board, Approval Committee or by members of the public once your “project” is in the public domain in some way. Delays to your policy, practice, function, business case, project or service change implementation will be both costly and damaging in relation to the trust the public has in the service and may seriously impede the business of the organisation.

In order to complete Equality Analysis you must have undergone training in this area. Please contact the Equality and Diversity Operational Lead to identify when the next training is available.

Equality Analysis is there to enhance your work. It is meant to be worthwhile but also a challenging process

- It should be carried out at the beginning of the planning stage of the project or document review or development
- Take a common-sense approach to it; step outside your own role and look at this as an outsider would view it.
- Make time for it in your planning and allow for potential collaboration with other stakeholders.
- Where a likely impact is not known, action should be taken to try to acquire that information.
- Your equality analysis will be a public document so be prepared for others to check how you conducted it

How to complete the template

As reassurance, this is a very easy and systematic process e.g.

- You are not expected to know every aspect of every community or protected characteristic, but you must be sensitive to their needs, open, and listening to their messages.
- The training you will receive will take you through every step of completing an Equality Analysis and there will be support for you after the training.
- Keep the focus of your thinking on what your policy, practice, function, business case, project or service change is trying to achieve and then think about the protected characteristic you are considering

How to complete the template –5 steps to Equality Analysis(EA).

Equality group (or protected characteristic): This column is completed and contains prompts. Each section identifies a protected characteristic and guides you as to how you should be thinking about it in relation to your document. Please delete the prompts from these boxes before attaching to your policy, practice, function, business case, project or service change or your EA will be very long!

Column 1 - What is the negative impact? Having identified there may be some negative impact on a protected characteristic. Could this negative impact also affect any other policy, practice, function, business case, project or service change of the protected characteristics?

Column 2- What evidence, engagement or audit has been used? This column requires us to consider evidence sources, being mindful of the possible impact. Is there any patient involvement and engagement work in this area? Talk to the **Patient Experience Lead** (ext. 31393) or visit the patient experience portal on freenet http://rfh-objects:8080/OpenDocument/opendoc/logonVintela.do?appKind=InfoView&iDocID=Aa1vQK6.A_tCrWVh1E86zEI&slDType=CUI&isApplication=true , there may be evidence that has been collected to support your thinking on this. What evidence has been used for this assessment: this is where your work begins! Have you checked for local evidence or national evidence? This could include checking with the **Public Health Team** (ext. 31505) to see what information is available (this might be particularly useful when checking out less familiar characteristics). Has any work been done with patients or patient groups locally? The Patient Experience Lead should be able to help you with this, or steer you in the right direction.

Column 3 - How will you address issues identified? This is important as this is your mini action plan! The action plan would need to articulate if there are resource implications and how they will be met. What can you/the organisation do, to mitigate the effect of this policy, practice, function, business case, project or service change on that particular characteristic? Remember, you may not be able to avoid the issue, however you will need to be clear and transparent about how it will impact on a particular community.

Column 4 – Identifies who will lead the work for the changes required and when? For further information contact the Equality and Diversity Operational Lead (ext. 23329).

Column 5 - List positive impacts and existing support structures. This column is really important as here, as this lists all positive impacts within our existing support structures. Capture in this column all your current practices that support responsiveness to the diverse needs of patients/colleagues:e.g.

- Booking interpreters, language line
- Access to the Acute Learning Disabilities Liaison Nurse or other specialist nurses or community specialist teams.
- Respecting religious beliefs and practice
- Information in alternative formats, or arranging extra time to discuss issues for consent etc.

Royal Free Hospital Equality and Diversity Statement -This statement is to be inserted as directed by the ‘Policy and procedure for the development and management of policies and procedure’ in all the following Trust documents - policy, practice, function, business case, project or service change.

“The Royal Free London NHS Foundation Trust is committed to creating a positive culture of respect for all individuals, including job applicants, employees, patients, their families and carers as well as community partners. The intention is, as required by the Equality Act 2010, to identify, remove or minimise discriminatory practice in the nine named protected characteristics of age, disability (including HIV status), gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. It is also intended to use the Human Rights Act 1998 to treat fairly and value equality of opportunity regardless of socio-economic status, domestic circumstances, employment status, political affiliation or trade union membership, and to promote positive practice and value the diversity of all individuals and communities.

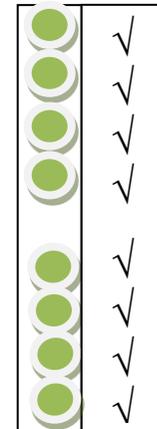
This document forms part of the Trusts commitment, you are responsible for ensuring that the Trust’s policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and service delivery.”

Equality Analysis Checklist

By completing the Equality Analysis (EA) in full you will have gathered evidence to ensure, policy, practice, function, business case, project, service change or organisational decisions have due regard for the Equality Act 2010. This will also provide evidence to support the, Public Sector Equality Duty and the Equality Delivery System grading process.

This will evidence :

- understanding that there are differing complexities for each protected characteristic group
- a dialogue in the completion of the EA and the development of the list of positive actions
- wider engagement and user involvement informs development of our services
- the impact positively or negatively of the policy, practice, function, business case, project or service change on each protected characteristic group
- data and information from consultations, routine data collection (highlighting areas where this is not collected)
- collation and analysis of data information and use to inform the development of our services.
- specific actions required to address negative impacts as required
- all actions taken forward with an identified lead and timescale for each action



For more information on Equality Analysis please access the links on the Trust public website:

http://www.royalfree.nhs.uk/default.aspx?top_nav_id=3&sel_left_nav=65&tab_id=474

Royal Free London NHS Foundation Trust Equality Analysis Template

An equality analysis is a review of a policy, practice, function, business case, project or service change which establishes whether there is a negative effect or impact on particular social groups. This in turn enables the organisation to demonstrate it does not discriminate and, where possible, it promotes equality to meet the needs of the diverse patients and communities we serve. This check list is a way to help you think carefully about the likely impact on equality groups and take action to improve services. This is also an opportunity to evidence positive practices in our services and demonstrate strategic integrity to ensure that our services and employment practices are fair, accessible and appropriate for all patients, visitors and carers, as well as our talented and diverse workforce.

Name of the policy / function / service development being assessed				
Briefly describe its aims and objectives:				
Evidence sources: DH, legislation. JSNA, audits, patient and staff feedback				
Directorate lead:				
Is the Trust Equality Statement situated in the first three sections of the document? *(where?)	<table border="0"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">if no do not proceed with Equality Analysis (EA)</td> </tr> </table>	Yes	No	if no do not proceed with Equality Analysis (EA)
Yes	No	if no do not proceed with Equality Analysis (EA)		

If you are conducting an EA on a procedural document please identify evidence sources and references, who has been involved in the development of the document, process or strategy, and identify positive or negative impacts. It is the discussion regarding the equality impact of the document that is important.

Equality Analysis Checklist

Go through each protected characteristic below and consider whether the policy, practice, function, business case, project or service change could have any impact on groups from the identified protected characteristic, involve service users where possible and get their opinion, use demographic / census data (available from public health and other sources), surveys (past or maybe carry one out), talk to staff in PALS and Complaints and Patient Experience.

Please ensure any remedial actions are Specific, Measureable, Achievable, Realistic, and Timely(SMART)

Equality Group	Column 1 Identify negative impacts	Column 2 What evidence, engagement or audit has been used?	Column 3 How will you address the issues identified?	Column 4 Identifies who will lead the work for the changes required and when?	Column 5 Please list positive impacts and existing support structures
Age Think about different age groups and think about the policy / function / service and the way the user would access, is it user friendly for that age?					
Disability Think outside the box, you may not be able to see the disability. It could be physical (hearing, seeing) or a learning disability (Autism), mental health, long term illness etc <ul style="list-style-type: none"> • Accessibility – venue, location, signage, furniture, getting around 					

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<ul style="list-style-type: none"> • Disability awareness training for staff • Actively involve staff and patients ask what their needs are do not assume. 					
<p>Gender Reassignment Think about creating an environment within the service / policy or function that is user friendly and non judgemental.</p> <p>If the policy / function / service are specifically targeting this protected characteristic, think carefully about training, confidentiality and communication skills.</p>					
<p>Marriage and Civil Partnership Think about access and confidentiality Direct discrimination only.</p>					

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<p>Pregnancy and maternity The policy / function / service must be accessible for all for example opening hours. (do they clash with school times)</p> <p>Are the chairs appropriate for breast feeding is there a private area? Are there baby changing facilities and is there space for buggies?</p>					
<p>Race You need to think carefully about the local demographics of the population who will be accessing the policy / function / service. Talk to public health within the local authority(JSNA)</p> <p>Think about:</p> <ul style="list-style-type: none"> • Cultural issues (gender, clothing etc) 					

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<ul style="list-style-type: none"> • Languages • Support to access • Staff training on cultural awareness, interpreting 					
<p>Religion or Belief As above think about local population and what religion or belief they may have. Think about:</p> <ul style="list-style-type: none"> • Staff training on respecting differences, religious beliefs • Are you trying to implement during a time of religious festivals e.g. Ramadan • Are there designated prayer areas? • Are there known issues for some religions or beliefs around this area of service or service delivery 					

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<p>Sex This is simply the impact on males / females. For example same sex accommodation, are their areas for privacy?</p> <p>Is it accessible for both taking into account working service users / is it accessible would it be a venue they would go to?</p>					
<p>Sexual Orientation Don't make assumptions and this protected characteristic may not be visibly obvious.</p> <p>Providing an environment that is welcoming for example visual aids, posters, leaflets.</p> <p>Using language that respects LGB&T people.</p>					

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Staff training on how to ask LGB&T people to disclose their sexual orientation without fear or prejudice.					
Carers <ul style="list-style-type: none"> • Does your policy / function / service impact on carers? Ask them. • What support will you be offering? 					

Please remove the prompts from the first column to reduce the length of the Equality Analysis.

For negative impacts you cannot address within your team discuss with the Equality and Diversity Operational Lead(Ext. 23329)

Positive impacts – N.B. where met or are positive it is important these are held as evidence and used for compliance or accreditation reports, departmental reports and particularly for equality compliance, Equality Delivery System(EDS)

Please attach pages 6-13 (this should be reduced by removing prompts in the first column).

It is important to record the names of everyone who has contributed to the policy, practice, function, business case, project or service change.

Equality Analysis completed by: (please include every person who has read or commented and approval committee(s). Add more lines if necessary)	Organisation	Date