

# Equality Impact Assessment Procedure Template

## 1. Initial Screening Process

1.1 Title of the policy/procedure/function/service	
Excess Travel on Relocation – Policy and Procedure	
1.2 Directorate/Department	
Human Resources	
1.3 Name of the person responsible for this Equality Impact Assessment	
Mary Sampson and Priti Bhatt	
1.4 Date of Completion	
2 <sup>nd</sup> July 2010	
1.5 Aims and Purpose of this policy/procedure/function/service	
This policy and procedure is for use for employees who are required to relocate from their current work location to a new work location as a result of <u>organisational change</u> and may therefore incur additional travel expenses. It does not apply to new employees who were made aware of the relocation of their work base prior to commencing the post.	
1.6 Is this a new or existing policy/procedure/function/service	
Existing	
1.7 Examination of Available Evidence – Tick evidence used	
<i>Census Data for UK</i>	<input type="checkbox"/>
<i>Census Data for London</i>	<input type="checkbox"/>
<i>Census Data for Local Authority Area</i>	<input type="checkbox"/>
<i>Trust Workforce Data</i>	<input type="checkbox"/>
<i>Trust Patient Data</i>	<input type="checkbox"/>
<i>National Patients Survey</i>	<input type="checkbox"/>
<i>Trust Patients Survey</i>	<input type="checkbox"/>
<i>Complaints Summaries</i>	<input type="checkbox"/>
<i>Other Internal Research/Survey/Consultation/Audit (please list)</i>	
<i>Other External Research/Survey/Consultation/Audit (please list)</i>	

What is the summary of the available evidence?

Employees who are required to change their base of work as a result of a merger of NHS Employers or their acceptance of another post as an alternative to redundancy should refer to section 17.27 of the Agenda for Change Terms and Conditions of Service.

A number of departments are required to relocate in within the same travel zone. This is to accommodate more patient activity within the hospital.

This policy has low impact with regards to equality strands. However, managers should bear in mind that the change in location may extend travel time and therefore local discussions with individual employees should be had prior to the move to identify any adjustments e.g. working times

1.8 Does the evidence indicate that there is, or is the potential to be any significant impact on anyone or any group in relation to the following equality strands?

Strand	Yes/No/Insufficient Data	Justified Yes/No
Ethnicity/Race	No	
Disability	Possibly – insufficient data	
Gender/Sex	No	
Religion/Belief	No	
Sexual Orientation	No	
Age	No	
Human Rights	No	

If further evidence is required to complete this section, take steps to obtain to **before** proceeding with the assessment. If the review of evidence indicates that there is a significant unjustified impact, a Full Equality Impact Assessment must be carried out.

1.9 No further evidence Required. Skip to Section 5.

1.10 Full Equality Impact Assessment required. Continue to Section 2 below.

## 2. Full Equality Impact Assessment

2.1 Describe the aims of the parts of the policy causing concern?

2.2 Who is intended to be affected by the policy?

2.3 How does this policy fit with the Trust's wider aims?

2.4 Describe how is this policy, service or function put into practice?
<b>2.5 Age: Testing of disproportionate or adverse impact</b>
2.5a How are younger and older people reflected in the take-up of the service or in benefiting from the policy?
2.5b Describe how the policy has a significant impact on younger and older people
2.5c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.6 Race: Testing of disproportionate or adverse impact</b>
2.6a How are people reflected in the take-up of the service or in benefiting from the policy in relation to ethnicity, race nationality or national origin?
2.6b Describe how the policy has a significant impact on people in relation to ethnicity, race nationality or national origin?
2.6c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.7 Religion or Belief: Testing of disproportionate or adverse impact</b>
2.7a How are people reflected in the take-up of the service or in benefiting from the policy or function in religion or belief? (including other philosophies, or those with no religious belief)
2.7b Describe how the policy has a significant impact on people in relation to religion or belief? (including other philosophies, or those with no religious belief)
2.7c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.8 Disability: Testing of disproportionate or adverse impact</b>
2.8a How are disabled people reflected in the take-up of the service or in benefiting from the policy or function?
2.8b Describe how the policy has a significant impact on disabled people?

2.8c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.9 Gender: Testing of disproportionate or adverse impact</b>
2.9a How are women/men/transgender people reflected in the take-up of the service or in benefiting from the policy or function?
2.9b Describe how the policy has a significant impact on people because of their gender, sex (including gender reassignment) or because they are married or civil partners?
2.9c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.10 Sexual Orientation: Testing of disproportionate or adverse impact</b>
2.10a How are Lesbian, Gay and Bisexual people reflected in the take-up of the service or in benefiting from the policy or function?
2.10b Describe how the policy has a significant impact on Lesbian, Gay and Bisexual people
2.10c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.11 Human Rights: testing of disproportionate or adverse impact</b>
2.11a Describe how the policy has a significant impact on Human Rights?
2.11b Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.12 Equality of Opportunity</b>
Describe how the policy will promote equality of opportunity between different groups; including taking account of disabled people's disabilities, even where that involves treating disabled people more favourably than other persons.
<b>2.13 Eliminating Discrimination</b>
Describe how the policy will eliminate unlawful discrimination – both direct and indirect.

**2.14 Eliminating Harassment**

Describe how the policy will eliminate harassment of people for any reason.

**2.15 Promoting Positive Attitudes**

Describe how the policy will promote positive attitudes towards others.

**2.16 Promoting Participation**

Describe how the policy will encourage participation in public life.

**3. Action Plan**

**3.1 Summary of recommendations for improvement** (*Recommendations should be SMART – specific, measurable, achievable, realistic and timely*).

Proactive management of service provision will need to be considered and managers also need to speak to staff to ascertain how the organisational change impacts on their needs/adjustments.

**4. Stakeholder Involvement and Consultation**

*4.1 Describe stakeholder involvement and consultation in the Equality Impact Assessment.*

**5. Monitoring Arrangements**

5.1 Describe how the actions put into place to eliminate or reduce any unjustified negative impact will be monitored, including timeframes and accountability.

Policy will be reviewed

## **6. Completion**

### **You should now:**

- Undertake formal consultation on your findings
- Make any amendments in response to the results of the consultation
- Publish your results (see guidance) and submit a copy to the Equality and Diversity Manager.