

Equality Impact Assessment Procedure

1. Initial Screening Process

1.1 Title of the policy/procedure/function/service POLICY FOR THE DEVELOPMENT OF NON-CLINICAL TRUST-WIDE POLICIES, PROCEDURES AND GUIDELINES	
1.2 Directorate/Department CLINICAL GOVERNANCE	
1.3 Name of the person responsible for this Equality Impact Assessment JANE COLLIER	
1.4 Date of Completion APRIL 2008	
1.5 Aims and Purpose of this policy/procedure/function/service The policy gives an overview of the process of developing a written non-clinical policy, procedure or guideline to ensure a standardised format and process.	
1.6 Is this a new or existing policy/procedure/function/service Revision of an existing policy	
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>	
Requirements of CNST	
What is the summary of the available evidence? It is an explicit requirement of CNST that the Trust has such a policy, and it ensures consistency throughout policy making as well as the opportunity to scrutinise decision making through a formalised structure. This has the potential to pose obstacles for some staff with learning disabilities as it inevitably means policies become longer and in some cases more wordy. However, the policy does apply consistency which may make understanding policies, procedures and guidelines more straightforward.	

Support: If you wish to discuss an EIA or require support with any part of the process, please contact Jane Collier jane.collier@chelwest.nhs.uk Tel: 0208 746 8926

The Trust has decided to include a checkbox for undertaking Equality Impact Assessments as part of the policy; this is a positive step as it requires that accessibility and promoting equality of opportunity are considered at the appropriate stage of decision making. It also assists the Trust in complying with its statutory duty to undertake assessments based on race, disability and gender.

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	Potential	Yes
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.

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.

The policy will be discussed at the Spring/Summer 2008 meeting of the disability action group.

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.

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