**Equality Impact Assessment (EIA) Toolkit Policy and Procedure**

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| **See also:** | **Located in the following policy folder on the Trust Intranet** |
| [Handling Patient Feedback Comments Concerns Complaints Compliments Policy and Procedures](https://focus.derbyshirehealthcareft.nhs.uk/download_file/1744/439) | Corporate and Risk |
| [Policy on Policy Documents](https://focus.derbyshirehealthcareft.nhs.uk/download_file/1748/439) | Corporate and Risk |

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| **Service area** | **Issue date** | **Issue no.** | **Review date** | REGARDS Stamp v2 |
| Trust wide | Jan 2023 | 5 | Nov 2025 |
| **Ratified by** | **Ratification date** | **Committee/Group responsible for review:** | | |
| Quality and Safeguarding Committee | Dec 2022 | Quality and Safeguarding Committee | | |

 **Did you print this document?**

Document published on the Trust Intranet under: Corporate and Risk Policies and Procedures

Please be advised that the Trust discourages retention of hard copies of policies and can only guarantee that the Policy on the Trust Intranet site is the most up-to date version

**ACCESSIBLE INFORMATION STANDARD**

The Accessible Information Standard directs and defines a specific, consistent approach to identifying, recording, flagging, sharing and meeting the information and communication support needs of service users.

Ensure you have considered an agreed process for: sending out correspondence in alternative formats and appointments for patients / service users with communication needs, where this is applicable

**Checklist for** **Equality Impact Assessment (EIA) Toolkit Policy and Procedure**

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| **Summary (Plain English)** Summarise the main points of the policy below in a style that is clear and easy to understand. Ensure the whole policy is written in plain English, using simple language where possible and avoiding convoluted sentences and obscure words. The resulting policy should be easy to read, understand and use, |
| Under the Equality Act 2010 public organisations are required to do an Equality Analysis also known as Equality Impact Assessment (EIA). This policy sets out the new EIA toolkit. The EIA toolkit consists of the documents listed below:Equality Impact Analysis TemplatesAppendix 1 Guidance: How to complete the EIA December 2022Appendix 2 Good Practice Guidance: Identifying potential impactsAppendix 3 Good Practice Guidance: WorkforceAppendix 4 EIA Divisional/Service/Team Tracker Its aim is to provide a robust and consistent approach for analysing the affects upon equality of our services, policies and practices, providing assurance and adding value for our service users, communities and our staff.  The toolkit includes guidance’s (Appendices 1-3) which include how to complete the EIA templates, potential impact on Protected Characteristics and workforce. This toolkit will be ready to use.  The EIA toolkit will be supported by training, this will include access to training provision through DCHT ‘Inclusive Decision Making’, which provides an overview of the principles behind EIA’s (regardless of what template is used). The DHCFT EDI team will provide some drop-in sessions to support any staff who may need further guidance of how to do their EIA and will also be developing champions across the divisions who will have a better understand of the guidance and template. These dates are being arranged which will be communicated by the EDI Team through the Policy Bulletin and on focus.  To ensure that EIAs are embedded across the organisation in a way, that divisions, teams and services take ownership, and an annual record is available of the EIA’s undertaken and more importantly how the have helped in addressing any inequalities. Appendix 4 divisional/service/team tracker will need to be updated once staff start the EIA. The EIA tracker will provide the Executive Leadership Team and others (including the public and staff) with an overview of EIAs undertaken across the divisions/services and teams.  The EIA toolkit will help the Trust to comply with the public sector equality duty by informing and assuring decision makers in DHCFT that 'due regard' has been taken. DHCFT currently discharges its duty to have due regard in decision making.  This policy is non-contractual and the information it contains may be subject to change at any time. If any information contained in this policy conflicts with anything detailed in the employment contract, that employment contract takes precedence over the information provided in this policy. |

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| **Name / Title of policy/procedure** | EIA Toolkit | |
| **Aim of Policy** | See above | |
| **Sponsor (Director lead)** | Director of People and Inclusion | |
| **Author(s)** | Head of Equality Diversity & Inclusion | |
| **Name of policy being replaced** | REGARDS Equality Impact Risk Analysis (EIRA) Policy and Procedure | **Version No of previous policy:**  04 |

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| **Reason for document production:** | Routine review. Updated to reflect new Trust Values |
| **Commissioning individual or group:** | Quality and Safeguarding Committee |

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| **Individuals or groups who have been consulted:** | **Date:** | **Response** |
| See previous versions for full list |  |  |

**Version control (for minor amendments)**

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| **Date** | **Author** | **Comment** |
| November 2022 | Internal review by Head of EDI | EIA Review |
| Dec 2022 | Head of Equality Diversity & Inclusion | * The policy was updated in line with the requirement of the Equality Act 2010 and allows for due regard to addressing health inequalities and human rights). This policy sets out the new EIA toolkit. * The EIA toolkit consists of a stage 1 and 2 EIA templates appendices 1-3 to provide guidance and 4 is a tracker tool for each division to take ownership of the EIA’s done in their division. * We retained the paragraph that this policy is non-contractual and the information it contains may be subject to change at any time. If any information contained in this policy conflicts with anything detailed in the employment contract, that employment contract takes precedence over the information provided in this policy. * The category titled “Sex” remains separate from other categories e.g., sexual orientation as this was not clear in earlier policy. |

**Equality Impact Assessment Toolkit**

**The EIA Toolkit consists of the documents listed below:**

* [DHCFT Equality Impact Assessment Templates](https://focus.derbyshirehealthcareft.nhs.uk/download_file/1683/439)
* Appendix 1 [Guidance Document - How to Complete the Equality Impact Assessment - EIA](https://focus.derbyshirehealthcareft.nhs.uk/download_file/6387/439)
* Appendix 2 [Good Practice Guidance - Equality Impact Assessment - Identifying potential impacts](https://focus.derbyshirehealthcareft.nhs.uk/download_file/6388/439)
* Appendix 3 [Good Practice Guidance Workforce and Management of Change - EIA](https://focus.derbyshirehealthcareft.nhs.uk/download_file/6389/439)
* Appendix 4 [Equality Impact Assessment Tracker Tool](https://focus.derbyshirehealthcareft.nhs.uk/download_file/6401/439)