

# Equality Impact Assessment Guidance

A guide for staff who need to complete Equality Impact Assessments

## Appendix A Initial Equality Impact Assessment Form

**If you are printing this form to complete by hand, please ensure you do so in BLOCK CAPITALS.**

The Initial EIA is a quick and easy screening process. This initial assessment allows you to identify whether the proposed policy, service or function has a negative or potential negative impact on the protected characteristics. In some cases, an Initial EIA is all you will need to establish whether you provide equal outcomes for staff and patients. On discovering a negative or the potential for a negative impact, you will need to undertake a Full EIA.

This assessment should **either**:

**1. Justify reasons why a Full EIA is not required, by evidencing that there are no negative impacts to any protected characteristics, and that any potential risks have been mitigated.**

**OR**

**2. Identify that a Full EIA is required because a negative impact has been identified.**

<b>Name/role of person completing</b>	Juliana Ansah, Head of Equity, Diversity, and Inclusion		
<b>Name of service, function or policy</b>	Diversity, Equity, and Human Rights Policy		
<b>Brief description of service, function or policy (purpose)</b>	This policy sets out the Trust's commitment, legal duties and organisational expectations in relation to equality, diversity and human rights. It provides a framework to prevent discrimination, advance equality of opportunity, foster good relations, and promote dignity and respect for staff, patients, service users and carers. It also establishes governance arrangements, including the use of Equality Impact Assessments (EIAs), to ensure compliance with the Equality Act 2010, Human Rights Act 1998 and the Public Sector Equality Duty (PSED)		
<b>Is the service, function or policy</b>	<input checked="" type="checkbox"/> Existing	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Under review
<b>Directorate</b>	Equity, Diversity, and Inclusion Team- Trustwide		
<b>Which Trusts Strategies are supported by the service?</b>	Population Health	<input checked="" type="checkbox"/>	
	The Experience of Care	<input checked="" type="checkbox"/>	
	Staff Experience	<input checked="" type="checkbox"/>	
	Improved Value	<input checked="" type="checkbox"/>	
	None	<input type="checkbox"/>	
<b>Who will benefit from the service, function or policy? If Trustwide, select both</b>	<input checked="" type="checkbox"/> <b>Workforce</b>	<input checked="" type="checkbox"/> <b>Patients, Service Users, and Carers</b>	

<p>How will the service, function, or policy be implemented to:</p> <ul style="list-style-type: none"> <li>• Ensure access</li> <li>• Meet health needs</li> <li>• Provide a safe and positive experience for everyone?</li> </ul>	<p>The policy will be implemented Trust-wide through clear behavioural standards, leadership accountability, staff training, equality data monitoring, staff networks, and the systematic use of Equality Impact Assessments. It supports reasonable adjustments, accessible information, fair employment practices, and non-discriminatory access to services, ensuring that protected characteristics are actively considered in decision making.</p>														
<p>How will the service, function or policy be <b>implemented</b>?</p>	<p>Through integration into Trust governance structures, People and Culture processes, clinical and operational policies, leadership responsibilities, staff induction and training, and oversight via the EDI Committee and Equality Impact Assessment Panel.</p>														
<p>What are the intended <b>outcomes</b> by delivering the activity?</p>	<p>Reduced discrimination, harassment and victimisation Improved staff experience, safety and inclusion Equitable access to services and improved service user experience Stronger compliance with equality and human rights legislation Improved organisational culture and accountability, and support Trust over-arching aims.</p>														
<p>How will these outcomes be <b>measured</b>?</p>	<p>Workforce and service user equality data (WRES, WDES, EDS2) Staff Survey and Friends and Family Test Complaints, grievances, disciplinary data, incident reporting, and patient and staff safety reports. EIA quality and completion monitoring Feedback from staff networks and service users</p>														
<p>Who are the <b>key stakeholders</b> for this activity and <b>how</b> have they been <b>involved</b>?</p>	<p>Staff, service users, carers, Trade Unions, Staff Equality Networks, People and Culture, clinical and operational leaders. Stakeholders are involved through consultation, governance forums, staff networks, surveys, EIAs and engagement activity.</p>														
<p>Does this service, function or policy impact <b>other existing policies</b>?</p>	<input checked="" type="checkbox"/> <b>Yes</b>		<input type="checkbox"/> <b>No</b>												
	<p><i>If YES, what is the impact?</i> The policy underpins and informs all Trust policies, particularly People and Culture, clinical, safeguarding, recruitment, disciplinary, grievance, accessibility and service delivery policies, ensuring they align with equality and human rights duties.</p>														
<p>Is there any <b>data</b> available that influences, affects, or shapes this Equality Impact Assessment?</p>	<input checked="" type="checkbox"/> <b>Yes</b>		<input type="checkbox"/> <b>No</b>												
	<p><i>If YES, provide further details</i> Workforce equality data (WRES, WDES), EDS2 assessments, staff survey results, complaints and grievance data, service user experience data, and national NHS equality standards.</p>														
<p>Are there <b>gaps</b> in information? Consider groups that you have not directly engaged with, or existing data that does not provide then full picture.</p>	<input type="checkbox"/> <b>Yes</b>		<input checked="" type="checkbox"/> <b>No</b>												
	<p><i>If YES, how will they be addressed? What additional information is required?</i> Not applicable, as no direct negative impacts have been identified.</p>														
<p>Does the service, function or policy have a <b>negative</b> impact on any particular group?</p>	<table border="1"> <thead> <tr> <th><b>Protected Characteristic</b></th> <th><b>Yes</b></th> <th><b>No</b></th> <th><b>Unclear</b></th> </tr> </thead> <tbody> <tr> <td>Age</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Disability</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			<b>Protected Characteristic</b>	<b>Yes</b>	<b>No</b>	<b>Unclear</b>	Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Pregnancy and Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gender re-assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could the way the service, function, or policy is implemented have an adverse impact on equality of opportunity or good relations between different groups?	<input type="checkbox"/> <b>Yes</b>		<input checked="" type="checkbox"/> <b>No</b>	
	<i>Provide further details.</i> The policy is designed to prevent adverse impact by setting clear standards, duties and accountability mechanisms. Risks arise primarily from inconsistent implementation rather than the policy itself.			
Where a negative impact has been identified, can changes be made to minimise it?	<i>If there is no negative impact for any group, briefly explain why this is not applicable.</i> Not applicable, as no direct negative impacts have been identified.			
Is the service, function, or policy <b>indirectly discriminatory</b> , and can it be justified?	<input type="checkbox"/> <b>Yes</b>		<input checked="" type="checkbox"/> <b>No</b>	
	<i>Provide further details</i>			
Is the service, function, or policy intended to increase equality of opportunity by permitting Positive Action or Reasonable Adjustment?	<input checked="" type="checkbox"/> <b>Yes</b>		<input type="checkbox"/> <b>No</b>	
	<i>If Yes, is this lawful? Please provide details,</i> Yes. The policy supports lawful positive action and reasonable adjustments in line with the Equality Act 2010, including Sections 158–159 and the duty to make reasonable adjustments for disabled people.			

Please select one option	
<input type="checkbox"/>	This EIA indicates that there is <b>insufficient</b> evidence to judge whether there is differential impact.
<input checked="" type="checkbox"/>	This EIA shows that the service/function has a differential impact which is <b>not negative</b> .
<input type="checkbox"/>	This EIA reveals a differential impact which amounts to a <b>negative</b> impact.

**Project Lead/Sponsor sign-off:**

Has a negative or potential negative impact been identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date	26/01/2026	

**All Equality Impact Assessments (EIAs) must be reviewed and formally signed off by a senior sponsor before being submitted to the EDI team.**

**Project Lead/Sponsor sign-off:**

Name and role of sponsor	Barbara Britner, Acting Chief People Officer
Date	3/2/2026

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**For EIA Panel Only**

## Equality Impact Assessment (EIA) Panel – Review and Sign-Off Form

<b>Date of Panel Review</b>	26/02/2026
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### EIA Quality Review Scoring

Scoring Key: 0 = Not Evident | 1 = Partially Evident | 2 = Evident and Adequate | 3 = Strong and Comprehensive

Area Reviewed	0	1	2	3
Purpose and Scope				<b>X</b>
Consideration of Protected Groups				<b>X</b>
Evidence, Risk and PSED Duties				<b>X</b>
Accessibility, Clarity and Proportionality				<b>X</b>

### Overall Panel Assessment

Total Score	Rating	
10 – 12	Robust EIA – No further recommendations	<b>X</b>
7 - 9	Adequate with Recommendations	
4 - 6	Requires Strengthening	
0 -3	Inadequate – Significant revision required	

### Panel Comments and Recommendations

No further recommendations. The EIA is well structured and clearly written, with strong evidence-based analysis

### Governance Statement

This review does not prevent progression or ratification of the policy or activity. All recommendations are returned to the EIA lead for consideration and action.

# Equality Impact Assessment (EIA) Panel

## Panel Guidance

This guidance supports members of the Equality Impact Assessment (EIA) Panel to carry out a consistent, proportionate and legally robust review of Equality Impact Assessments across the Trust.

### Role of the EIA Panel

The Equality Impact Assessment Panel provides multidisciplinary assurance on the quality and robustness of Equality Impact Assessments in line with the Equality Act 2010, Human Rights Act 1998 and the Public Sector Equality Duty (PSED).

The Panel does not approve or block policies, services or activities. Its role is advisory and focused on identifying equality risks, highlighting gaps, and strengthening decision-making.

### Core Review Criteria

Panel members should use the four core criteria below when reviewing Equality Impact Assessments. These criteria are designed to ensure proportionality while fully meeting Public Sector Equality Duty requirements.

#### 1. Purpose and Scope

Is the purpose of the policy, service or activity clear, and is it evident why an Equality Impact Assessment is required?

#### 2. Consideration of Protected Groups

Has the assessment meaningfully considered potential differential impacts across protected characteristics, including intersectional issues?

#### 3. Evidence, Risk and PSED Duties

Is the assessment informed by relevant evidence or insight, identifies equality risks, and demonstrates due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations?

#### 4. Accessibility, Clarity and Proportionality

Is the EIA clear, proportionate and does it consider accessibility, reasonable adjustments and the Accessible Information Standard?

### Using the Scoring Matrix

Panel members should use the scoring matrix to support discussion and provide structured feedback:

0 = Not Evident

1 = Partially Evident

2 = Evident and Adequate

3 = Strong and Comprehensive

Scores are not a pass or fail judgement and do not prevent progression or ratification.

### Providing Feedback

Feedback should be constructive, specific and proportionate. Panel comments should highlight key equality risks, identify gaps or areas for strengthening, and support learning and improvement.

Responsibility for responding to feedback and implementing any changes remains with the EIA lead.