

Equality Analysis Template

Standard template for use by NHS staff

Based on the DH Template, the Equality and Inclusion Team, the Department of Health

Introduction

The general equality duty that is set out in the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The general equality duty does not specify how public authorities should analyse the effect of their existing and new policies and practices on equality, but doing so is an important part of complying with the general equality duty. It is up to each organisation to choose the most effective approach for them. This standard template is designed to help Department of Health staff members to comply with the general duty.

Please complete the template by following the instructions in each box. Should you have any queries or suggestions on this template, please contact the Equality and Inclusion Team on 020 7972 5936 or aie@dh.gsi.gov.uk

For specific queries contact your relevant portfolio office.

Equality analysis

Title:
The relevant line in NHS Mandate/Business Plan

What are the intended outcomes of this work? <i>Include an outline of objectives and function aims.</i>
Who will be affected? <i>e.g., staff, patients, service users, etc</i>

Evidence <i>The Government's commitment to transparency requires public bodies to be open about the information on which they base their decisions and the results. You must understand your responsibilities under the transparency agenda before completing this section of the assessment.</i>
What evidence have you considered? <i>List the main sources of data, research, and other sources of evidence (including full references) reviewed to determine impact on each equality group (protected characteristic). This can include national research, surveys, reports, research interviews, focus groups, pilot activity evaluations, etc. If there are gaps in evidence, state what you will do to close them in the Action Plan on the last page of this template.</i>
Disability <i>Consider and detail (including the source of any evidence) on attitudinal, physical, and social barriers.</i>
Sex <i>Consider and detail (including the source of any evidence) on men and women (potential to link to carers below).</i>
Race <i>Consider and detail (including the source of any evidence) on different ethnic groups, nationalities, Roma gypsies, Irish travellers, and language barriers.</i>
Age <i>Consider and detail (including the source of any evidence) across age ranges on old and younger people. This can include safeguarding, consent, and child welfare.</i>
Gender reassignment (including transgender) <i>Consider and detail (including the source of any evidence) on transgender and transsexual people. This can include issues such as privacy of data and harassment.</i>
Sexual orientation <i>Consider and detail (including the source of any evidence) on heterosexual people as well as lesbian, gay, and bisexual people.</i>
Religion or belief <i>Consider and detail (including the source of any evidence) on people with different religions, beliefs, or no belief.</i>
Pregnancy and maternity <i>Consider and detail (including the source of any evidence) on working arrangements, part-time working, and infant caring responsibilities.</i>

Carers Consider and detail (including the source of any evidence) on part-time working, shift patterns, and general caring responsibilities.
Other identified groups Consider and detail and include the source of any evidence on different socio-economic groups, area inequality, income, resident status (migrants), and other groups experiencing disadvantage and barriers to access.

Engagement and involvement
Was this work subject to the requirements of the cross-government Code of Practice on Consultation ? (Y/N)
How have you engaged stakeholders in gathering evidence or testing the evidence available?
How have you engaged stakeholders in testing the policy or programme proposals?
For each engagement activity, please state who was involved, how and when they were engaged, and the key outputs:

Summary of Analysis Considering the evidence and engagement activity you listed above, please summarise the impact of your work. Consider whether the evidence shows potential for differential impact, if so state whether adverse or positive and for which groups. How you will mitigate any negative impacts. How you will include certain protected groups in services or expand their participation in public life.
Now consider and detail below how the proposals impact the elimination of discrimination, harassment, and victimisation, advance the equality of opportunity, and promote good relations between groups.
Eliminate discrimination, harassment, and victimisation Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation).
Advance equality of opportunity Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation).
Promote good relations between groups Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation).

What is the overall impact? Consider whether there are different levels of access experienced, needs or experiences, whether there are barriers to engagement, are there regional variations and what is the combined impact?
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Addressing the impact on equalities *Please give an outline of what broad action you or any other bodies are taking to address any inequalities identified through the evidence.*

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Action planning for improvement *Please give an outline of the key actions based on any gaps, challenges and opportunities you have identified. Actions to improve the policy/programmes need to be summarised (An action plan template is appended for specific action planning). Include here any general action to address specific equality issues and data gaps that need to be addressed through consultation or further research.*

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Please give an outline of your next steps based on the challenges and opportunities you have identified. *Include here any or all of the following, based on your assessment*

- *Plans already under way or in development to address the **challenges** and **priorities** identified.*
- *Arrangements for continued engagement of stakeholders.*
- *Arrangements for continued monitoring and evaluating the policy for its impact on different groups as the policy is implemented (or pilot activity progresses)*
- *Arrangements for embedding findings of the assessment within the wider system, OGDs, other agencies, local service providers and regulatory bodies*
- *Arrangements for publishing the assessment and ensuring relevant colleagues are informed of the results*
- *Arrangements for making information accessible to staff, patients, service users and the public*
- *Arrangements to make sure the assessment contributes to reviews of DH strategic equality objectives.*

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For the record

Name of the person who carried out this assessment:

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Date assessment completed:

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Name of responsible Director/Director General:

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Date assessment was signed:

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Action plan template

This part of the template is to help you develop your action plan. You might want to change the categories in the first column to reflect the actions needed for your policy.

Category	Actions	Target date	Person responsible and their Directorate
Involvement and consultation			
Data collection and evidencing			
Analysis of evidence and assessment			
Monitoring, evaluating and reviewing			
Transparency (including publication)			

Document Version Information

Document Title			
File path\Filename	Format	Comments	

Supporting Documents	Format	Comments

Responsibilities

Classification	Unclassified
Distribution	
Ownership	
Maintenance	

Distribution of Final Version

Copy	Keeper	Area	Purpose	Method
1				
2				
3				

Document Version History

Version No./ Status	Issue Date	Author	Quality Review/ Change Date	Reviewed By	Brief Description of Action/ Changes

Template Version History

Version No./ Status	Issue Date	Author	Quality Review/ Change Date	Reviewed By	Brief Description of Action/ Changes
1.0	31/07/13	Lynne Linley			