

# INITIAL EQUALITY IMPACT ASSESSMENT (EIA) FORM

\*\* PLEASE INSERT NAME OF PERSON COMPLETING THIS FORM AND THAT OF APPROVING MANAGER / HEAD OF SERVICE\*\* ON PAGE 2

Name of policy / process / service / other	<b>Acting Down Policy</b>	Date completed	1/4/21
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Responsible Staff Member: Jennifer Burton  
 EIA Assessor/s: Linda Dyson  
 Directorate: Workforce

**1. FIELD / SUBJECT**

Function  
  **Policy**  
  Procedure / practice  
  Service  
  Strategy  
  Document (if joint, state with whom)

Describe the main aim, objectives and intended outcomes of the above:  
 This policy clearly spells out the process for addressing emergency cover on medical rotas. It is designed to be utilised by hospital leadership to ensure the hospital continues to deliver safe patient care when there are unforeseen gaps on rotas due to sickness, isolation or other emergency related matters.

An initial screening should be undertaken first. This helps to identify whether there is a possibility that people might have different experiences of the function/policy / process/ strategy compared to others.

This initial EIA simply assesses whether different groups of people who use a service are affected by the intended function / policy/ practice / strategy more, less or in a different way than other groups of people. A differential impact occurs when a particular group has been affected differently by this in either a positive or negative/adverse way.

An assessment of whether there is a differential impact will be based on two factors – quantitative monitoring data and qualitative information, including the expert opinion from the EIA assessor who is normally the manager responsible for the delivery as well as someone with a different perspective. This would ideally be one or more service users or someone related to the service. There will be times when involving someone for their technical expertise or someone with specialist knowledge will be appropriate and EIA assessors should consider this. You must assess **each** of the 9 areas separately and consider how your document in section 1 may affect people’s human rights.

**2. ASSESSMENT OF POSSIBLE ADVERSE IMPACT AGAINST ANY MINORITY GROUP**

	Could the policy / service / function / other in section 1 have a <b>significant negative impact</b> on equality in relation to each area below?	Response		If YES, please state why and the evidence used in your assessment
		Yes	No	
1	<b>Age</b>		X	
2	<b>Sex</b> (Male and Female)		X	
3	<b>Disability</b> (Learning Difficulties / Physical or Sensory Disability)	X		The situation may arise where a reasonable adjustment in relation to working hours for the management of a physical or mental health condition may need to be temporarily reviewed for a short period of time.
4	<b>Race</b> or Ethnicity		X	
5	<b>Religion and Belief</b>		X	
6	<b>Sexual Orientation</b> (gay, lesbian or heterosexual)		X	
7	<b>Pregnancy and Maternity</b>		X	
8	<b>Gender Reassignment</b> (the process of transitioning from one gender to another)		X	
9	<b>Marriage and Civil Partnership</b>		X	

**You need to ask yourself:**

- Will the policy / practice / service create any **problems** or **barriers** to any community or group?      **Yes**      **No**
- Will any group be **excluded** because of this?      **Yes**      **No**
- Will there be a negative impact on **community relations**?      **Yes**      **No**

If the answer to any of these questions is YES, you must complete a **FULL** Equality Impact Assessment. Contact the Corporate Governance Administrator and refer to the EIA Policy on the intranet.

### 3. POSITIVE IMPACT

Could the policy / practice / service / other have a <b>significant positive impact</b> on equality by reducing inequalities that already exist? Explain how will it meet our duty to:		Response		If YES, please state why and the evidence used in your assessment
		Yes	No	
1	Promote <b>equal opportunities</b>			
2	Get rid of <b>discrimination</b>			
3	Get rid of <b>harassment</b>			
4	Promote <b>good community relations</b>	x		Activating this policy in times of emergency need will ensure safe delivery of patient care across the hospital as an alternative to suspending the delivery of care and services being forced to close. Thereby maintaining national response and treatment guidelines.
5	Promote <b>positive attitudes</b> towards disabled people			
6	Encourage <b>participation</b> by disabled people			
7	Consider <b>more favourable treatment</b> of disabled people			
8	Promote and protect <b>human rights</b>			

### 4. SUMMARY

On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative impact on equality?

POSITIVE			NEGATIVE			
High	Medium	Low	Nil	Low	Medium	High

Date Assessment completed: 1/4/21

Is a full Equality Impact Assessment required? YES / NO

### COMPLETED BY

Name	Jennifer Burton		
Job Title	Associate Director of Workforce		
Date	1/4/21	Contact number/s - 07464 708875	
Head of Service	Linda Dyson		

### THIS EIA HAS BEEN APPROVED BY THE MANAGER / HEAD OF SERVICE

Name	Linda Dyson		
Job Title	Deputy director of Workforce		
Date	02/08/2021	Contact number/s - 07788 878697	