

# 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	Fast Track Access to Trust Services for Staff	Date completed	10/12/20
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Responsible Staff Member: Clare Keogh  
EIA Assessor/s:  
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:  
The policy describes how staff can access Trust Services on a fast track basis to enable staff to get help and support and able to remain at, or return to, work

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	
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? No
- Will any group be **excluded** because of this? No
- Will there be a negative impact on **community relations**? 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 <b>YES</b> , please state why and the evidence used in your assessment
		Yes	No	
1	Promote <b>equal opportunities</b>	X		All staff have the same right and ability to access this support
2	Get rid of <b>discrimination</b>	X		As above
3	Get rid of <b>harassment</b>		X	
4	Promote <b>good community relations</b>		X	
5	Promote <b>positive attitudes</b> towards disabled people		X	
6	Encourage <b>participation</b> by disabled people	X		As above
7	Consider <b>more favourable treatment</b> of disabled people		X	
8	Promote and protect <b>human rights</b>		X	

**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	<b>Medium</b>	Low		<b>Nil</b>	Low	Medium	High

Date Assessment completed: 10/12/20

Is a full Equality Impact Assessment required? **NO**

**COMPLETED BY**

Name	Clare Keogh		
Job Title	HR Consultant		
Date	12/10/20	Contact number/s x 5376	
Head of Service	Linda Dyson, Deputy Director of Workforce		

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

Name	Linda Dyson		
Job Title	Deputy Director of Workforce		
Date	10/12/20	Contact number/s x5355	

Please send your completed EIA to the relevant committee / group for approval.  
Once approved, your EIA will be placed on the KHFT webpage for the public to view.