

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	Information Governance Policy	Date completed	Mar 2020
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Responsible Staff Member: Janice Sorrell
 EIA Assessor/s: Janice Sorrell
 Directorate: Corporate

1. FIELD / SUBJECT

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

Information Governance sits alongside other governance initiatives, such as Clinical Governance, Research Governance and Corporate Governance. All governance initiatives relate to each other, and cannot, and should not be looked at in isolation. Information Governance provides an accountability framework assuring the confidentiality, integrity and availability of all information to support clinical delivery. This includes corporate as well as person identifiable information.

The main objective of Information Governance is to help organisations and individuals to be consistent in the way that personal and corporate information is handled and to avoid duplication of effort. This will lead to improvements in information handling activities, patient confidence in the NHS and employee training and development.

There are four main objectives within Information Governance:

- To support the provision of high quality care by promoting the effective and appropriate use of information both personal and corporate
- To encourage responsible staff to work closely together therefore preventing duplication of effort and making more efficient use of resources
- To develop support arrangements and provide staff with appropriate tools and support to allow them to discharge their responsibilities to consistently high standards
- To enable Trusts to understand their own performance and manage improvements in an effective way

To assist Trusts to achieve these aims NHS Digital has produced the Data Security and Protection Toolkit (DSPT) (formerly the Information Governance Toolkit). The DSPT lists Assertions which allows organisations to measure their performance against the National Data Guardian's 10 data security standards. It can therefore assist each Trust to identify shortfalls and plan for future compliance.

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 significant negative impact on equality in relation to each area below?	Response		If YES, please state why and the evidence used in your assessment
		Yes	No	
1	Age		✓	
2	Sex (Male and Female)		✓	
3	Disability (Learning Difficulties / Physical or Sensory Disability)		✓	
4	Race or Ethnicity		✓	
5	Religion and Belief		✓	
6	Sexual Orientation (gay, lesbian or heterosexual)		✓	
7	Pregnancy and Maternity		✓	
8	Gender Reassignment (the process of transitioning from one gender to another)		✓	
9	Marriage and Civil Partnership		✓	

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 significant positive impact 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 equal opportunities		√	
2	Get rid of discrimination		√	
3	Get rid of harassment		√	
4	Promote good community relations		√	
5	Promote positive attitudes towards disabled people		√	
6	Encourage participation by disabled people		√	
7	Consider more favourable treatment of disabled people		√	
8	Promote and protect human rights		√	

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: Mar 2020

Is a full Equality Impact Assessment required? ~~YES~~ / NO**COMPLETED BY**

Name	Janice Sorrell		
Job Title	Head of Information Governance		
Date	March 2020	Contact number/s 020 8973 5292	
Head of Service	Janice Sorrell		

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

Name	Matthew Wilson		
Job Title	Information Governance Manager		
Date	02/03/2021	Contact number/s 5293	