

# INITIAL EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of policy / process / service / other	Maternity Administration- Maternity Referrals	Date applicable	September 2021- September 2024
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Responsible Staff Member: Suzanne Draper  
 EIA Assessor/s: Maternity Guideline Group  
 Directorate: Specialist Services- Maternity Service Line

## 1. FIELD / SUBJECT

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

Describe the main aim, objectives and intended outcomes of the above:

- To provide guidance and standards to facilitate efficient and effective administration processes within the Maternity Antenatal administration team.
- To ensure women who refer to have care with Kingston receive a midwife appointment for their health and social care assessment (booking appointment) within the required timeframe

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

Yes    No

If YES, please state why and the evidence used in your assessment

		Response		
		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?
- Will any group be **excluded** because of this?
- Will there be a negative impact on **community relations**?

Yes

No

Yes

No

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>		✓	
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 adverse impact on equality?

POSITIVE			NEGATIVE			
High	Medium	Low	Nil	Low	Medium	High

Date Assessment completed: 14/09/2021	Is a <b>full</b> Equality Impact Assessment required? YES / <b>NO</b>
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### COMPLETED BY

Name	Sarah Salinger		
Job Title	Professional Midwifery Advocate		
Date	14/09/2021	Contact number/s 02089346434	
Head of Service	Anita Mason		

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

Name	Anita Mason		
Job Title	Practice Development Lead		
Date	14/09/2021	Contact number/s 02089342125	