

FULL EQUALITY IMPACT ASSESSMENT (EIA) FORM

Having completed the **Initial** EIA Form (Appendix 1), which identified a negative or potential negative impact, you are required to complete this **Full** Assessment form. This will involve you questioning aspects of a proposed /existing service or policy and forecasting the likely effect on different groups.

STEP 1 WHAT IS THE IMPACT?

Why have you carried out this Full Equality Impact Assessment?

The Trust's Standing Financial Instructions (SFI's) have been revised annually since the last EIA was completed in 2014. This assessment seeks to update the position to 2021.

Mention any additional impacts in the box below. This could include contributing factors or conflicting impacts / priorities (e.g. environment, privacy and dignity, transport, access, signage, local demography) that has resulted in indirect discrimination)

None

Identify the Equality Group(s) that will be affected by the negative impact:

Age	Sex	Race	Disability	Sexual Orientation	Religion or Belief	Gender Reassignment	Marriage & Civil Partnership	Pregnancy & Maternity

What about other socially excluded groups or communities e.g. rural community, carers, areas of deprivation, low literacy skills, obesity? Mention any additional issues here.

None

STEP 2 WHAT ARE THE DIFFERENCES?

Explain how the Equality group(s) identified is affected in a different way to others as a result of the policy, function or service?

N/A

STEP 3 CONSULTATION

Have you consulted on your policy, service or function and if so, who have you communicated with?

Not consulted on the basis there are nil effects.

If you have not consulted yet, please list who you are going to consult with and the methods of consultation you will be using to seek their views? (Staff, specific groups or communities)

Not applicable

STEP 4 CHOOSE AND ANSWER THE QUESTIONS RELEVANT TO YOUR EIA

This EIA indicates that there is insufficient evidence to judge whether there is differential impact. Please state why below.

This EIA shows that the service, policy or function has a differential impact which is not negative. Please state why below.

The Standing Financial Instructions determine the authorisation of expenditure and contracts for the Trust.
There is no anticipated impact for EIA purposes.

This EIA reveals a differential impact which also amounts to a negative impact. Please state why below and provide a scoring to each impact (scoring table included as Appendix 3). You will also need to score each of your negative impacts and record the scoring in your Action Plan (page 17)

**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.**

STEP 5 ACTION PLANS (complete if appropriate)

Please detail how you are going to address the negative impact, stating the timescales involved.

	Negative Impact	Negative Impact Rag Rating	Action Required	Expected Outcome	Lead	Timescale (specify dates)
1						
2						
3						

COMPLETED BY

Name	Martin Linton	
Job Title	Associate Director of Finance	
Date	21/9/21	Contact number/s x5301
Head of Service	Irfan Mundiya	

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

Name		
Job Title		
Date		Contact number/s

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

MATRIX for FULL EQUALITY IMPACT ASSESSMENT (STAGE 3)

PROBABILITY - What is the likelihood of the service, policy or function having an impact on staff or patients of the Trust?
Use the table below to assign this incident a category code.

MEASURES OF PROBABILITY

Descriptor	Level	Description
Rare	1	The service, policy or function will only impact under exceptional circumstances
Unlikely	2	The service, policy or function is not expected to have an impact but will do in some circumstances
Possible	3	The service, policy or function may have an impact on occasion
Likely	4	The service, policy or function is likely to impact, but not on a persistent basis
Almost Certain	5	The service, policy or function is likely to impact on many occasions and on a persistent basis

SEVERITY OF IMPACT Identify the highest possible impact of the service, policy or function (use this table as a general guide)

Descriptor	Potential Impact on Individual(s)	The Potential for Complaint / Litigation	Potential Impact on Organisation	No. of Persons likely to be Affected
1 : Negligible	No impact or adverse outcome	Unlikely to cause complaint/ litigation	No risk at all to organisation	0-1 Person
2 : Low	Short term impact	<ul style="list-style-type: none"> Complaint possible Litigation unlikely 	Minimal risk to organisation	2-4
3 : Medium	Semi-permanent impact	<ul style="list-style-type: none"> Litigation possible but not certain. High potential for complaint. 	<ul style="list-style-type: none"> Needs careful PR Reportable to SHA External investigation (e.g. HSE) 	5-10 Persons
4 : High	Permanent impact	Litigation certain expected to be settled for < £1M	<ul style="list-style-type: none"> Service closure Threat to Divisional/Directorate objectives/priorities Local publicity 	10-20 Persons
5 : Very High	Permanent and severe impact	Litigation certain expected to be settled for > £1M	<ul style="list-style-type: none"> National adverse publicity Threat to Trust 	Over 20 persons

EQUALITY IMPACT SCORE (use matrix below to grade the risk e.g. 2 x 4 = 8 = Yellow or 5 x 5 = 25 = Red)

PROBABILITY	SEVERITY OF IMPACT				
	Negligible 1	Low 2	Medium 3	High 4	Very High 5
1 : Rare	1	2	3	4	5
2 : Unlikely	2	4	6	8	10
3 : Possible	3	6	9	12	15
4 : Likely	4	8	12	16	20
5 : Almost Certain	5	10	15	20	25

EXAMPLES OF DISCRIMINATION ACCORDING TO DESCRIPTOR

Descriptor	
1 : Negligible	Patient complaining that their dignity has been infringed due to having to wait in reception after eyes being dilated.
2 : Low	Temporary relocation of Clinic due to refurbishment. Patients required to travel longer distance to attend clinic.
3 : Medium	Uneven surfaces making it dangerous for wheelchair users to manoeuvre across.
4 : High	Service excludes particular patients due to their religious requirements.
5 : Very High	Emergency Fire Escape: Lack of accessible escape routes for disabled patients.