

## EQUALITY ANALYSIS PACK

### Equality Analysis – An Overview

The United Lincolnshire Hospitals NHS Trust is fully committed to caring for all patients, service users, their families and carers, and staff in a manner which embraces, respects, promotes and celebrates equality and cultural diversity.

The Equality Act 2010 requires specific provision is made to consider the impact of services and functions for people who identify with one or more of the nine protected characteristics, and for public sector bodies to take proactive steps to:

- **eliminate unlawful discrimination**, harassment and victimisation and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

These are referred to as the three aims of the **General Equality Duty**.

The **nine protected characteristics** are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

As a public sector body the Trust has a statutory duty to ensure **all** aspects of Trust business and function are compliant with, and evidence due regard to, the Equality Act 2010.

There are further **Specific Equality Duties** with which the Trust must also comply. One of the specific duties requires that the Trust:

- Publish information to show their compliance with the Equality Duty, at least annually.

Together the **General** and **Specific Equality Duties** form the **Public Sector Equality Duty** with which the Trust, as an NHS Provider, must comply.

One of the main methods through which the Trust meets and evidences compliance with, and demonstrates due regard to, the **Public Sector Equality Duty (PSED)**, is through the mechanism of an **Equality Analysis**.

An **Equality Analysis Initial Assessment Form** should be fully completed at the earliest possible juncture or inception of a function, and is the method by which any potential or actual impact on people of different groups is identified. The impact could be positive, neutral or negative. If the impact of the function is expected to be **positive or neutral** on people identifying with all the nine protected characteristics or other identified groups, and the evidence for the judgment is documented in the evidence box, then a full Equality Analysis is not required. If, however, the impact of the function is expected to be **negative** on people identifying with one or more of the protected characteristics or other identified groups, then a **full Equality Analysis** must be completed.

When undertaken well, an Equality Analysis, whether through the Equality Analysis Initial Assessment Form or the full Equality Analysis document, will not only ensure and evidence that appropriate due regard to the PSED has been given, it will also enable the Trust to celebrate, from an equality perspective, the many positive functions the Trust undertakes.

Please note, Equality Analysis must be undertaken for all functions of the organisation, and **not only** in relation to policies. Equality Analysis is **not** to be considered as a 'tick-box exercise' at the end of a given function. Equality Analysis should be commenced at the earliest juncture (please refer to the attached flow chart) and reviewed as appropriate to the function.

Functions of the Trust that require Equality Analysis include:

- ✓ Significant decision making (e.g. Board and Committee papers)
- ✓ Service provision and delivery
- ✓ Service development, improvement or change
- ✓ Service cessation
- ✓ Projects and project initiation (including capital projects)
- ✓ Strategy, strategic development and business planning
- ✓ Systems and processes

- ✓ People management (Human Resources and Organisational Development)
- ✓ Procedures, including Standing Operating Procedures
- ✓ Procurement and budgetary decisions
- ✓ Policies, protocols and guidelines
- ✓ Care pathways etc.

As the **specific duty** requires the Trust publishes evidence of compliance with the Public Sector Equality Duty, it is recommended that committees, business units, clinical directorates and all other groups with responsibility for the discharge of a specific function, ensure evidence of commencement, completion and monitoring of the Equality Analysis is recorded in minutes. It is also advisable that Equality Analysis status is included on the front sheet of important documents going to the Trust Board or committees.

Moreover, Equality Analysis is not simply an exercise in self-assessment. Where it is anticipated that a function may have impact on one or more of the protected characteristics, evidence of engagement is required. Examples of evidence which can be considered include:

- ✓ Analysis of demographic data (local, regional, national, hospital service)
- ✓ Staff demographic data
- ✓ Disability Access Audits
- ✓ Consultation / Engagement with specific groups
- ✓ Output from anonymized surveys / feedback data etc.

For further information, please refer to the Equality Analysis and Due Regard Flowchart, kindly provided by Karen Duncombe, Assurance Manager for Equalities and Inclusion, Optum CSS.

More detailed information on the Public Sector Equality Duty can be found on the website of the Equality and Human Rights' Commission:

<https://www.equalityhumanrights.com/en/publication-download/essential-guide-public-sector-equality-duty>

Please remember, evidencing due regard to the Public Sector Equality Duty is not only a statutory requirement, more importantly it leads to better decisions and outcomes. Time invested in undertaking a thorough Equality Analysis, will support delivery of high quality services that are more appropriate for service users and staff, more cost effective and lead to improved patient, service user and staff outcomes.

Finally, please remember to save the completed and signed off Equality Analysis as a .pdf file before publishing and send all completed Equality Analysis forms by email to Tim Couchman, Equality, Diversity and Inclusion Lead [tim.couchman@ulh.nhs.uk](mailto:tim.couchman@ulh.nhs.uk).



## **EQUALITY ANALYSIS INITIAL ASSESSMENT FORM**

<b>Title:</b> <i>of the function/activity to which the Equality Analysis Initial Assessment applies</i>
Nursing and Midwifery Establishment Review November 2016
Monthly Nurse Staffing Report

Describe the function to which the Equality Analysis Initial Assessment applies:		
<input type="checkbox"/> Service delivery	<input type="checkbox"/> Service Improvement	<input type="checkbox"/> Service Change
<input type="checkbox"/> Policy	<input type="checkbox"/> Strategy	<input type="checkbox"/> Procedure/Guidance
<input checked="" type="checkbox"/> Board Paper	<input type="checkbox"/> Committee / Forum Paper	<input type="checkbox"/> Business Case
<input type="checkbox"/> Other (please specify) .....		

Is this assessment for a new or existing function?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing
Name and designation of function / activity Lead professional:	Bi-Annual Staffing Establishment Review Director of Nursing: Michelle Rhodes
Business Unit / Clinical Directorate:	Nursing & Midwifery

<p>What are the intended outcomes of this function / activity? (<i>Please include outline of function objectives and aims</i>)</p> <p><i>To ensure the delivery of patient safety by identifying and delivering appropriate levels of staffing in each area based upon patient acuity and dependency informed by the Safe Nursing Care Tool and clinical professional judgement.</i></p>
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Who will be affected? Please describe in what manner they will be affected?		
Patients / Service Users:	Staff:	Wider Community
All patients in areas within the scope of this report.	All staff employed in clinical environments detailed within the report.	Carers of patients who are under our care.

What impact is the function / activity expected to have on people identifying with any of the protected characteristics (below), as articulated in the Equality Act 2010? (Please tick as appropriate)


	Positive	Neutral	Negative	<b>Please state the reason for your response and the evidence used in your assessment.</b>
Disability	X			Appropriate staffing levels will have a positive effect for those patient and staff with a disability
Sex		X		Appropriate Staffing levels should have no negative impact upon Sex
Race		X		Appropriate Staffing levels should have no negative impact upon Race
Age		X		Appropriate Staffing levels should have no negative impact upon Age, younger or older.
Gender Reassignment	X			Appropriate staffing levels will have a positive effect for those patients undergoing gender reassignment.
Sexual Orientation		X		Appropriate Staffing levels should have no negative impact upon Sexual Orientation
Religion or Belief	X			Appropriate Staffing levels should enable those with a specific religion belief to receive additional support.
Pregnancy & Maternity	X			Appropriate staffing levels will have a positive effect for those patients and staff who are pregnant or being cared for in a maternity environment.
Marriage & Civil Partnership		X		Appropriate Staffing levels should have no negative impact upon Marriage or Civil Partnerships
Carers	X			Appropriate staffing levels will have a positive effect for those caring for relatives who are under our care.
Other groups identified (please specify)				

**If the answer to the above question is a predicted negative impact for one or more of the protected characteristic groups, a full Equality Analysis must be completed.** (The template is located on the Intranet)

Name of person/s who carried out the Equality Analysis Initial Assessment:	Ian Waddie
Date assessment completed:	27 <sup>th</sup> February 2017
Name of function owner:	Michelle Rhodes
Date assessment signed off by function owner:	
Proposed review date (please place in your diary)	

As we have a duty to publicise the results of all Equality Analyses, please forward a copy of this completed document to [tim.couchman@ulh.nhs.uk](mailto:tim.couchman@ulh.nhs.uk) – Thank you!

*Caring for You*

United Lincolnshire Hospitals   
NHS Trust

## Full Equality Analysis Template

Please refer to the document 'Equality Analysis – An Overview'

**Title:** *of the function to which this Equality Analysis applies*

**What are the intended outcomes of this work?** *Include outline of objectives and function aims*

**Who will be affected?** *e.g. staff, patients, service users etc*

**Evidence** *The Government's commitment to transparency requires public bodies to be open about the information on which they base their decisions and the results. You must understand your responsibilities under the transparency agenda before completing this section of the assessment.*

**What evidence have you considered?** *List the main sources of data, research and other sources of evidence (including full references) reviewed to determine impact on each equality group (protected characteristic). This can include national research, surveys, reports, research interviews, focus groups, pilot activity evaluations etc. If there are gaps in evidence, state what you will do to close them in the Action Plan on the last page of this template.*

**Disability** *Consider and detail (including the source of any evidence) on attitudinal, physical and social barriers.*

**Sex** *Consider and detail (including the source of any evidence) on men and women (potential to link to carers below).*

**Race** *Consider and detail (including the source of any evidence) on difference ethnic groups, nationalities, Roma gypsies, Irish travellers, language barriers.*

**Age** *Consider and detail (including the source of any evidence) across age ranges on old and younger people. This can include safeguarding, consent and child welfare.*

**Gender reassignment (including transgender)** *Consider and detail (including the source of any*

evidence) on transgender and transsexual people. This can include issues such as privacy of data and harassment.

**Sexual orientation** Consider and detail (including the source of any evidence) on heterosexual people as well as lesbian, gay and bi-sexual people.

**Religion or belief** Consider and detail (including the source of any evidence) on people with different religions, beliefs or no belief.

**Pregnancy and maternity** Consider and detail (including the source of any evidence) on working arrangements, part-time working, infant caring responsibilities.

**Marriage and Civil Partnership** Consider and detail (including the source of any evidence) on same sex people who are in a civil partnership, and heterosexual people and same sex people who are married.

**Carers** Consider and detail (including the source of any evidence) on part-time working, shift-patterns, general caring responsibilities.

**Other identified groups** Consider and detail and include the source of any evidence on different socio-economic groups, area inequality, income, resident status (migrants) and other groups experiencing disadvantage and barriers to access.

## Engagement and involvement

How have you engaged stakeholders in gathering evidence or testing the evidence available?

How have you engaged stakeholders in testing the function proposals?

For each engagement activity, please state who was involved, how and when they were engaged, and the key outputs:

**Summary of Analysis** Considering the evidence and engagement activity you listed above, please summarise the impact of your work. Consider whether the evidence shows potential for differential impact, if so state whether adverse or positive and for which groups. How you will mitigate any negative impacts. How you will include certain protected groups in services or expand their participation in public life.

Now consider and detail below how the proposals impact on elimination of discrimination, harassment and victimisation, advance the equality of opportunity and promote good relations between groups.

**Eliminate discrimination, harassment and victimisation** Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, pregnancy and maternity, race,



religion or belief, sexual orientation).

**Advance equality of opportunity** Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation).

**Promote good relations between groups** Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation).

**What is the overall impact?** Consider whether there are different levels of access experienced, needs or experiences, whether there are barriers to engagement, are there regional variations and what is the combined impact?

**Addressing the impact on equalities** Please give an outline of what broad action you or any other bodies are taking to address any inequalities identified through the evidence.

**Action planning for improvement** Please give an outline of the key actions based on any gaps, challenges and opportunities you have identified. Actions to improve the policy/programmes need to be summarised (An action plan template is appended for specific action planning). Include here any general action to address specific equality issues and data gaps that need to be addressed through consultation or further research.

Please give an outline of your next steps based on the challenges and opportunities you have identified. Include here any or all of the following, based on your assessment

## For the record

**Name of persons who carried out this assessment:**

**Date assessment commenced:**

**Name of responsible Director/ General Manager:**

**Date assessment was signed:**

## EQUALITY ANALYSIS AND DUE REGARD FLOW DIAGRAM

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Assurance Manager for Equalities  
and Inclusion, Optum CSS

