

## **EQUALITY ANALYSIS ASSESSMENT**

**Policy, strategy, service or function to be assessed:**

**Department responsible for the assessment**

**Lead responsible for the assessment:  
(Name & Position)**

**Officer responsible for the assessment:  
(Name & Position)**

**Date of assessment:**

**Date passed to Equality and Diversity Team:**

**Date of completion:**

### **OVERVIEW**

This process is to enable you to demonstrate that the policy, service or function that you are considering relates to the aims of the Public Sector Equality Duty and that the organisation has due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Having due regard for equality means:

- Removing or minimising disadvantages due to a protected characteristic
- Taking steps to meet the needs of people from protected groups where these are different from the needs of others
- Encouraging people from protected groups to participate in public life where their participation is disproportionately low

If your relevance assessment showed that the policy, service or function is relevant to equality then this more detailed Equality Analysis must be carried out.

If your analysis shows that the policy, service or function has no impact either positively or negatively then this must be clearly evidenced and the reasons for your conclusion detailed on this form.

**Please complete this form using the Equality Analysis Guidance**

**Section A CUSTOMER KNOWLEDGE**

Provide a brief description of the aims of the policy,	<ul style="list-style-type: none"><li>• Aims</li></ul>
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<p>strategy, service or function (include details of the key objectives and who your intended customers are)</p>	<ul style="list-style-type: none"> <li>• Objectives</li>   <li>• Customers</li> </ul>	
<p>Do you currently monitor the service, strategy, policy, function by the protected characteristics?</p>	<p>Yes/ No</p>	<p>If no, please explain why this is the case and state your plans to collect data. If yes, state what the information is, how it was collected, i.e. engagement, research and whether this is existing information, ongoing monitoring, e.g. service user statistics or new information gained to inform equality analysis.</p>
<p><b>AGE</b></p>		
<p><b>DISABILITY</b></p>		
<p><b>GENDER</b></p>		

<b>GENDER REASSIGNMENT</b>		
<b>PREGNANCY AND MATERNITY</b>		
<b>MARRIAGE or CIVIL PARTENERSHIP</b>		
<b>ETHNICITY / RACE</b>		
<b>RELIGION / BELIEF or NO RELIGION / BELIEF</b>		

<b>SEXUALITY</b>		
<p>Could any aspect of the policy, strategy, service or function have a differential impact relating to the protected characteristics</p> <p>In this section you should consider the effect on different groups and identify practical steps to tackle or safeguard any impact</p>	+ve or -ve impact	<p>If the impact is negative what actions will be introduced to mitigate the impact?</p> <p>If positive, what action will be introduced to safeguard the impact? Please detail your response regarding impact against the relevant protected characteristic below.</p>
<b>AGE</b>		
<b>DISABILITY</b>		

<b>GENDER,</b>		
<b>GENDER REASSIGNMENT</b>		
<b>PREGNANCY AND MATERNITY</b>		
<b>MARRIAGE AND CIVIL PARTNERSHIP</b> Please note due regard of this characteristic relates only to eliminating 'discrimination, harassment or victimisation'		
<b>ETHNICITY / RACE</b>		

<b>RELIGION or BELIEF / no RELIGION or BELIEF</b>		
<b>SEXUALITY</b>		
<p>5. What evidence is your statement of positive or negative impact based on?</p> <p>Please provide evidence here and /or attach relevant information. (e.g. discussions, consultation outcomes, questionnaires) If you do not have any evidence you may need to undertake consultation (contact the E &amp;D Team with your consultation proposal).</p> <p>Please note: consultation should make reference to equality issues or be with equality groups, it is not enough to say that you have carried out general consultation and no issues arose.</p>		

### Section B EQUALITY ANALYSIS ACTION PLAN

<b>PROTECTED CHARACTERISTIC</b>	<b>ACTION</b>	<b>RESPONSIBLE OFFICER</b>	<b>TARGET DATE FOR COMPLETION</b>	<b>HAS THIS ACTION BEEN ADDED TO ANY OTHER SERVICE / BUSINESS PLANS?</b>
<b>AGE</b>				
<b>DISABILITY</b>				
<b>GENDER</b>				
<b>GENDER</b>				



<b>REASSIGNMENT</b>				
<b>MATERNITY AND PREGNANCY</b>				
<b>MARRIAGE and CIVIL PARTNERSHIPS</b>				
<b>ETHNICITY</b>				
<b>RELIGION and BELIEF or NO RELIGION and BELIEF</b>				

<b>SEXUALITY</b>				
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**Section C**  
**MONITORING ARRANGEMENTS**  
 Existing and new policy, service or function

<p>1. Please tell us how this policy, service or strategy is monitored and how outcomes and progress will be reported.</p> <p>Details should include the type of monitoring and frequency of any reports. (Provide forms if available)</p>	
<p>2. Who is responsible?</p>	
<p>3. What date will the monitoring commence?</p>	

4. Where will the results of monitoring be published?	
5. Will monitoring arrangements change as a result of this Equality Analysis Assessment?	

Signed by \_\_\_\_\_ (Completing officer)

Please return this form, the policy, plan or strategy and any evidence to:

[equalityteam.penninecare@nhs.net](mailto:equalityteam.penninecare@nhs.net)

Equality & Diversity Team  
 Pennine Care NHS Trust Headquarters  
 225 Old Street  
 Ashton-under-Lyne  
 OL6 7SR

Remember to keep a copy of the form and all documents submitted for your records.