

## Equality impact assessment (EqIA)

This impact assessment should be completed for all human resources (HR) and corporate policies, projects or functions that apply to colleagues at NHS Humber and North Yorkshire Integrated Care Board (ICB).

There are five sections of this assessment, and all should be completed:

- 1) [HR / corporate impact analysis](#)
- 2) [Equality data](#)
- 3) [Impact assessment](#)
- 4) [Action planning](#)
- 5) [Sign-off](#)

### HR / corporate policy impact analysis

Key questions	Information provided
Policy / project / function:	Acceptance and Management of Petitions Policy
Date of analysis:	17 <sup>th</sup> October 2023
Completed by: (name, department, place)	Corporate Affairs
Aims and intended effects of this policy, project or function:	To detail how Humber and North Yorkshire ICB (HNY ICB) will ensure any petitions received are dealt with appropriately and in accordance with the requirements of the ICB's Constitution and Standing Orders
Details of any significant changes to previous policy likely to have an impact on colleagues / other groups:	N/A – new policy
List of any other policies that are related to or referred to as part of this analysis:	N/A
Who the policy, project or function will affect:	All HNYICB staff, including ICB Board
Engagement / consultation that has been done or is	Discussion has taken place between the governance team and staff supporting the process. This policy is approved by the ICB

Key questions	Information provided
planned for this policy and this EqIA:	Board. No further engagement is deemed necessary at this stage.

### Equality data

Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share one or more of the nine protected characteristics as detailed in the [Equality Act \(2010\)](#).

Examples of equality data could include:

- recruitment data (e.g., number of applications compared to our population profile, number of appointments)
- complaints made by groups who share / represent one or more protected characteristic.
- grievances, decisions upheld or dismissals by protected group.
- findings of the NHS Staff Survey
- data from the Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES) reports

This list is not exhaustive.

Key questions	Information provided
Is any equality data available relating to the use of this policy / project / function:	No
<b>If yes</b> List the equality used to assess the impact of this policy / project / function:	
<b>If no</b> List the data you will use to assess the impact of this policy / project / function:	This is a new policy. Feedback received following implementation will be considered as part of future reviews, and/or acted on as appropriate.

## Impact assessment

Details of any potential impact of this policy / project or function on people from different protected characteristic groups should be included below.

This should be based on analysis of:

- the [equality data](#) listed
- insights gathered through engagement
- your knowledge of the substance of this policy

Protected characteristic	No impact?	Positive impact?	Negative impact?	Evidence of impact and, if applicable, justification where are 'genuine determining reason' exists (see footnote)
<b>Age</b> This refers to people of all ages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Disability</b> People who have physical disabilities and / or impairments, learning disabilities, learning differences (for example, someone who is neurodiverse), people with mental health conditions, sensory loss and long-term chronic conditions (such as diabetes, HIV) or hidden, invisible or variable conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified

Protected characteristic	No impact?	Positive impact?	Negative impact?	Evidence of impact and, if applicable, justification where a 'genuine determining reason' exists (see footnote)
<p><b>Gender reassignment</b> Refers to someone who is proposing to, is going through or has gone through a process to live in a gender that is different to the one assigned at birth.</p> <p>For example, Trans (transgender) people, non-binary people or gender fluid / gender queer people.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<p><b>Marriage or civil partnership</b> Refers to legally recognised partnerships (applies to employment only).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<p><b>Pregnancy and maternity</b> Refers to the pregnancy period and the first year after birth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<p><b>Race</b> Refers to people of different races which can include colour,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified

Protected characteristic	No impact?	Positive impact?	Negative impact?	Evidence of impact and, if applicable, justification where a 'genuine determining reason' exists (see footnote)
nationality, ethnic or national origins and different ethnic backgrounds, for example, Gypsy Romany and Traveller peoples.				
<b>Religion or belief</b> Includes all religious and philosophical beliefs including having no religious belief,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Sex</b> This refers to biological sex eg male / female / intersex.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Sexual orientation</b> Refers to who a person is attracted to, for example gay, lesbian, bisexual, asexual and heterosexual (straight).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Socio-economic deprivation</b> Refers to the different financial situations people may be experiencing, for example,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified

Protected characteristic	No impact?	Positive impact?	Negative impact?	Evidence of impact and, if applicable, justification where a 'genuine determining reason' exists (see footnote)
working poverty and cost of living impacts for people from different backgrounds (not Band exclusive)				
<p><b>Working carers</b> Refers to anyone who cares, unpaid, for a friend or family member who due to their illness, disability, mental health condition or an addiction cannot cope without their support.</p> <p>Working carers can be considered protected under the Equality Act (2010) by association.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified

'Genuine determining reason' means an action is proportionate to the legitimate aims of the organisation (please seek further advice).


**Action planning**

As a result of the analysis of the impact of this policy / project or function on people from different protected characteristic groups, this section should detail the mitigating actions to be taken to reduce any identified impacts and those responsible for ensuring these actions are taken.

Identified risk	Recommended actions	Responsible lead	Completion date	Review date

## Sign-off

All EqIAs for HR and corporate policies, projects or functions that apply to ICB colleagues must be signed-off by the corporate affairs team - send a copy of the relevant policy and EqIA to: [hnyicb-hull.hnypolicyenquiries@nhs.net](mailto:hnyicb-hull.hnypolicyenquiries@nhs.net)

Key questions	Sign-off responses
I agree / disagree with this assessment and action plan	Yes
<b>If no (you disagree)</b> Reasons for not approving and actions that should be taken (including timelines and those responsible):	
Signed:	
Date:	24/10/23

ENDS