# 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](#_HR_/_corporate)
2. [Equality data](#_Equality_data)
3. [Impact assessment](#_Impact_assessment)
4. [Action planning](#_Action_planning)
5. [Sign-off](#_Sign-off)

## HR / corporate policy impact analysis

| **Key questions** | **Information provided** |
| --- | --- |
| Policy / project / function: | Policy for the Development of Policies |
| Date of analysis: | 29 May 2023 |
| Completed by: (name, department, place) | Nicky Lowe, Head of Corporate Affairs and System Support |
| Aims and intended effects of this policy, project or function: | To ensure NHS Humber and North Yorkshire ICB will have a systematic and planned approach to the development of policies and their associated guidance documents and that organisational policies provide a clear understanding of what is expected of employees. |
| Details of any significant changes to previous policy likely to have an impact on colleagues / other groups: | The amendments reflect the changes to the ICB structure, systems and processes. It also reinforces the impact assessment and revised delegations for the approval processes. |
| List of any other policies that are related to or referred to as part of this analysis: | None |
| Who the policy, project or function will affect: | The policy applies to NHS Humber and North Yorkshire ICB and all its employees and must be followed by all those who work for the organisation, including those on temporary or honorary contracts, secondments, pool staff, contractors and students. |
| Engagement / consultation that has been done or is planned for this policy and this EqIA: | Engagement with ICB Executive Committee and feedback from ICB Board. |

## 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)](https://www.gov.uk/guidance/equality-act-2010-guidance).

Examples of equality date 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 |
| **If yes**  List the equality used to assess the impact of this policy / project / function: |  |
| **If no**  List the data you will use to assess the impact of this policy / project / function: | N/A |

## 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](#_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)** |
| --- | --- | --- | --- | --- |
| **Age**  This refers to people of all ages. |  |  |  |  |
| **Disability**  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 |  |  |  | The policy does not have any impact on this protected characteristic however, the document is not automatically published in an alternative, accessible format, in alternative formats e.g., braille or in languages other than English.  The document has been accessibility checked and amendments made to make it more compatible for use with screen readers and other assistive technology. |
| **Gender reassignment**  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.  For example, Trans (transgender) people, non-binary people or gender fluid / gender queer people. |  |  |  |  |
| **Marriage or civil partnership** Refers to legally recognised partnerships (applies to employment only). |  |  |  |  |
| **Pregnancy and maternity**  Refers to the pregnancy period and the first year after birth. |  |  |  |  |
| **Race**  Refers to people of different races which can include colour, nationality, ethnic or national origins and different ethnic backgrounds, for example, Gypsy Romany and Traveller peoples. |  |  |  | The policy does not have any impact on this protected characteristic however, the policy document is not automatically published in languages other than English. |
| **Religion or belief**  Includes all religious and philosophical beliefs including having no religious belief, |  |  |  |  |
| **Sex**  This refers to biological sex eg male / female / intersex. |  |  |  |  |
| **Sexual orientation**  Refers to who a person is attracted to, for example gay, lesbian, bisexual, asexual and heterosexual (straight). |  |  |  |  |
| **Socio-economic deprivation** Refers to the different financial situations people may be experiencing, for example, working poverty and cost of living impacts for people from different backgrounds (not Band exclusive) |  |  |  |  |
| **Working carers** 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.  Working carers can be considered protected under the Equality Act (2010) by association. |  |  |  |  |

‘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** |
| Inaccessibility for disabled colleagues | 1. Provide a clear and easy way for people to request printed copies through the post if required. 2. Provide a clear and easy way for people to request copies of the policy in alternative formats e.g., braille, large print. | Corporate Affairs/ Communication and Engagement | June 2023 | June 2024 |
| Policy only available in English | 1. Line managers to provide support if a team member’s first language is not English and this is requested. | Line managers | Ongoing | Ongoing |

## 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 |
| **If no (you disagree)**  Reasons for not approving and actions that should be taken (including timelines and those responsible): |  |
| Signed: | Electronically Signed |
| Date: | 31/05/2023 |

ENDS