

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:	Procurement Policy - v1.0
Date of analysis:	19 May 2023
Completed by: (name, department, place)	Lee Pepper, Strategic Procurement Lead, NHS Humber and North Yorkshire ICB (ICB-wide)
Aims and intended effects of this policy, project or function:	The purpose of the document is to provide guidance to Integrated Care Board (ICB) employees on the procurement processes and procedures for procuring goods and services on behalf of the ICB.
Details of any significant changes to previous policy likely to have an impact on colleagues / other groups:	N/A - first version of policy
List of any other policies that are related to or referred to as part of this analysis:	NHS Humber and North Yorkshire ICB Operational Scheme of Delegation - v3.0
Who the policy, project or function will affect:	The Policy applies to all the members of the Governing Body and Members of, and attendees at, its committees and sub committees (both voting and non-voting members), Lay Members and all NHS Humber and North Yorkshire ICB staff. This

Key questions	Information provided
	policy also applies to any independent contractor who provides advice on NHS Humber and North Yorkshire ICB procurements.
Engagement / consultation that has been done or is planned for this policy and this EqIA:	Engagement and consultation has been undertaken with senior ICB Finance Officers and subject matter experts of contracts and procurement.

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
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:	This policy applies to all regardless of any protected characteristic. Each procurement activity will be associated with an equality impact assessment, which will include

Key questions	Information provided
	data and evidence relevant to the service or function involved.

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)
Age This refers to people of all ages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has no impact. This policy applies equally to all regardless of age.
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Potential Visual Impairment barrier. Policy and forms can be changed into suitable format upon request.

Protected characteristic	No impact?	Positive impact?	Negative impact?	Evidence of impact and, if applicable, justification where a 'genuine determining reason' exists (see footnote)
hidden, invisible or variable conditions				
<p>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.</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"/>	This has been considered and has no impact. This policy applies to all regardless of gender reassignment.
<p>Marriage or civil partnership Refers to legally recognised partnerships (applies to employment only).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has no impact. This policy applies to all regardless of marriage or civil partnership
<p>Pregnancy and maternity Refers to the pregnancy period and the first year after birth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has no impact. This policy applies to all regardless of pregnancy and maternity

Protected characteristic	No impact?	Positive impact?	Negative impact?	Evidence of impact and, if applicable, justification where a 'genuine determining reason' exists (see footnote)
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Potential Language barrier. Policies can be translated as necessary upon request.
<p>Religion or belief Includes all religious and philosophical beliefs including having no religious belief,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has no impact. This policy applies equally to all regardless of religion or belief.
<p>Sex This refers to biological sex eg male / female / intersex.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has no impact. This policy applies to all regardless of sex.
<p>Sexual orientation Refers to who a person is attracted to, for example gay, lesbian, bisexual, asexual and heterosexual (straight).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has no impact. This policy applies to all regardless of sexual orientation.

Protected characteristic	No impact?	Positive impact?	Negative impact?	Evidence of impact and, if applicable, justification where a 'genuine determining reason' exists (see footnote)
<p>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)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has no impact. This policy applies to all regardless of socio-economic deprivation.
<p>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.</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"/>	This has been considered and has no impact. This policy applies to all.

'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

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:	Signed Electronically
Date:	30/05/2023

ENDS