

Equality Impact Analysis	
Policy / Project / Function :	Patient and Public Involvement Reimbursement of Expenses Policy HaRD 019
Date of Analysis:	August 2013
This Equality Impact Analysis was completed by: (Name and Department)	Bridget Read, Project Manager, Engagement North Yorkshire and Humber Commissioning Support Unit
What are the aims and intended effects of this policy, project or function?	To provide guidance on reimbursement to the public who give up their time to get involved and the recognition that they should not be out of pocket with their expenses
Please list any other policies that are related to or referred to as part of this analysis	'NHS Agenda for Change Terms and Conditions' Health & Safety Policy No Smoking Policy Business Conduct Policy
Who does the policy, project or function affect? Please Tick ✓	<p>Employees <input type="checkbox"/></p> <p>Service Users <input checked="" type="checkbox"/></p> <p>Members of the Public <input checked="" type="checkbox"/></p> <p>Other (List Below) <input type="checkbox"/></p>

1. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...?		Could this policy have a negative impact on...?		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
Age	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
Disabled People	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
Gender	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
Transgender People	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
Marital Status	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
Religion and Belief	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
Reasoning	Reimbursement of taxi, passenger transport or ambulance costs where public transport would be difficult because of a disability is a positive impact.				

If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7

2. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected (population figures)

General	158,700
Age	0 – 15 Year 18.3%. 16 – 29 Years 14.6%. 30 – 44 Years 19.4%. 45 – 59 Years 21.5%. 60 – 74 Years 16.9%. 75 – 89 Years 8.5% 90 Years and over 1.1%
Race	91.7% white, 3.5% white other, 2.3% Chinese or other ethnic group, black or minority ethnic group 2.5%
Sex	49.2% male, 50.8% female
Gender reassignment	No guidance available
Disability	(including LTC) 15.5%
Sexual Orientation	Stonewall suggests that 5 – 7% of the national population are gay, lesbian or bi sexual.
Religion, faith and belief	Christian 68.6%, Buddhist 0.3%, Hindu 0.1%, Jewish 0.2%, Muslim 0.4%, Sikh 0.1%, Other religion 0.3%, no religion 22.9% Religion not stated 7.1%
Marriage and civil partnership	52% men, 48% women
Pregnancy and maternity	TBC

3. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function? Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes <input type="checkbox"/></p> <p>No ✓ <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place with CCG staff in the development of this policy</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>Reimbursement of taxi or passenger transport where public transport would be difficult will enable people with physical disabilities to participate fully.</p>

4. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)				
Race (All Racial Groups)				
Disability (Mental and Physical)		✓		Reimbursement of special transport costs will ensure disabled people who give up their time to get involved will not be out of pocket with their expenses.
Religion or Belief				
Sexual Orientation (Heterosexual, Homosexual and Bisexual)				

Equality Impact Analysis: Assessment Test (continued)

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Pregnancy and Maternity				
Transgender				
Marital Status				
Age				

5. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010*?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

6. Equality Impact Analysis Findings

Analysis Rating:	<input type="checkbox"/> Red	<input type="checkbox"/> Red/Amber	<input type="checkbox"/> Amber	<input type="checkbox"/> Green
		Actions	Wording for Policy / Project / Function	
Red Stop and remove the policy	Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Remove the policy Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.	No wording needed as policy is being removed	
Red Amber Continue the policy	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.	The policy can be published with the EIA <ul style="list-style-type: none"> • List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE). • Consider if there are any potential actions which would reduce the risk of discrimination. • Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date. 	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason exists which justifies the use of this policy and further professional advice. <i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i>	

Equality Impact Findings (continued):

		Actions	Wording for Policy / Project / Function
<p>Amber</p> <p>Adjust the Policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p>	<p>The policy can be published with the EIA</p> <p>The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.</p> <p>Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><i>[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]</i></p>
<p>Green</p> <p>No major change</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>The policy can be published with the EIA</p> <p>Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Brief Summary / Further comments	
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Approved By		
Job Title:	Name:	Date: