

1. EQUALITY IMPACT ANALYSIS									
Policy / Project / Function:	Equality and Diversity Policy HaRD 028								
Date of Analysis:	December 2014								
This Equality Impact Analysis was completed by: (Name and Department)	Workforce Service								
What are the aims and intended effects of this policy, project or function ?	This document sets out the CCG's approach to Equality and Diversity within the organisation. This policy provides guidance to all CCG staff as to the expected attitudes and behaviours in relation to equality and diversity in the workplace. The CCG aims to build a fully inclusive organisation by creating an environment in which individual differences and the contributions of all our staff are recognised and valued.								
Please list any other policies that are related to or referred to as part of this analysis?	<ul style="list-style-type: none"> • Grievance Policy • Harassment and Bullying Policy • Disciplinary Policy • Equality Act 2010 								
Who does the policy, project or function affect ? Please Tick ✓	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Employees</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Employees	✓	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below)	<input type="checkbox"/>
Employees	✓								
Service Users	<input type="checkbox"/>								
Members of the Public	<input type="checkbox"/>								
Other (List Below)	<input type="checkbox"/>								

2. 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"/>	<input type="checkbox"/>	✓	See assessment test
Age	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	See assessment test
Sexual Orientation	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	See assessment test
Disabled People	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	See assessment test
Gender	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	See assessment test
Transgender People	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	See assessment test
Pregnancy and Maternity	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	See assessment test
Marital Status	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	See assessment test
Religion and Belief	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	See assessment test
Reasoning					

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

3. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected as at Oct 2014

Population data from Harrogate and Rural District Equality, Diversity and Human Rights Strategy, June 2013 – March 2017

General	Total number of employees in the CCG is 24
Age	<p>75% are aged 30-55 25% of staff are over 55 No employees are under 30</p> <p>When compared to the national age profile the district has a lower percentage of people aged 0 – 29 and a higher proportion of people aged 45+ (shown in Figure 1 below). The average age in the district is 42 years old. Around 26.5% of the district's population are aged 60 and over; compared to 22.4% nationally.</p>
Race	<p>87.49% staff employed in the CCG are White 4.17% staff are Black 4.17% staff are Asian 4.17% of staff have are not stated/undefined their ethnicity</p> <p>Based on the 2011 Census information taken from council ward profiles making up the CCG area (Harrogate and Rural District), 96.3% identified themselves as White, 91.7% of residents identified themselves as White British.</p>
Sex	<p>58.34% staff employed are male 41.68% staff employed are female</p> <p>The gender split in the Harrogate and Rural District CCG area is 49.2% male and 50.8% female</p>
Gender reassignment	<p>No information at this stage</p> <p>There are no official statistics nationally or regionally regarding transgender populations, however, GIRES (Gender Identity Research and Education Society - www.gires.org.uk) estimated that, in 2007, the prevalence of people who had sought medical care for gender variance was 20 per 100,000, i.e. 10,000 people, of whom 6,000 had undergone transition. 80% were assigned as boys at birth (now trans women) and 20% as girls (now trans men).</p>
Disability	<p>91.67% of staff employed declared themselves as having no disability 8.33% did not declare /undefined No staff have declared a disability</p> <p>CCG Disability Profile Long Term Health Problem or Disability 2011 15.5%</p>
Sexual Orientation	<p>87.5% of staff described themselves as heterosexual 12.5% did not wish to respond /undefined</p> <p>Local population data is not available for sexual orientation. In part, this is because until recently national and local surveys of the population and people using services did not ask about an individual's sexual orientation. However, Stonewall estimates that 5 - 7% of the national population are lesbian, gay or bisexual.</p>

<p>Religion, faith and belief</p>	<p>Christianity is the largest religious group declared by staff in the CCG (45.83%) 25% declared themselves Atheist 20.83% were undefined or did not wish to declare 4.17% of staff have other beliefs/religious beliefs 4.17% of staff declared themselves Buddhist</p> <p>98.6% of the district's population is either Christian, of no religion or did not state a religious belief (<i>2011 Census</i>). Of the remaining 1.4% of the district's population 0.4% are Muslim, 0.3% are Buddhist, 0.2% are Jewish and 0.5% are of other religions or beliefs.</p>
<p>Marriage and civil partnership</p>	<p>83.33% of employees are married. No employees are in a civil partnership. The remainder (16.67%) are single/divorced/legally separated or widowed</p> <p>Data from the Office of National Statistics covering the period 2008-2010 indicates that there were 18,049 Civil Partnerships in England and Wales during this three-year period – 52% men and 48% women</p>
<p>Pregnancy and maternity</p>	<p>No information yet as the CCG has not been established long enough to build meaningful data</p>

4. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>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 checked="" type="checkbox"/> Employee and Population data</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 Trade Union representatives and employees</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>This policy promotes inclusivity and contributes towards the aims of eliminating discrimination and promoting equality and diversity within the organisation. It should therefore have a positive impact on all protected groups. It also underpins the application of all other employment policies and should be used alongside the application of these. Monitoring of all categories of protected staff is essential</p>

5. 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)		✓		It should be noted that low number of staff in the CCG can impact on the overall balance in each category. However, the workforce statistics are broadly reflective of the population data as a whole. This policy promotes inclusivity and contributes towards the aims of eliminating discrimination and promoting equality and diversity within the organisation. It should therefore have a positive impact on all protected groups. This will require routine monitoring. This applies to each category of this assessment test.
Race (All Racial Groups)		✓		
Disability (Mental and Physical)		✓		
Religion or Belief		✓		
Sexual Orientation (Heterosexual, Homosexual and Bisexual)		✓		

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		✓		

6. 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:
General monitoring of workforce statistics will routinely scrutinize the application of the policy and is good employment and equality and diversity practice	Routine monitoring of workforce statistics	CSU Workforce	Annually	Annually

7. Equality Impact Analysis Findings

Analysis Rating:	Red	Red/Amber	Amber	✓Green
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		Actions	Wording for Policy / Project / Function
<p>Red</p> <p>Stop and remove the policy</p>	<p>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.</p>	<p>Remove the policy</p> <p>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.</p>	<p>No wording needed as policy is being removed</p>
<p>Red Amber</p> <p>Continue the policy</p>	<p>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.</p>	<p>The policy can be published with the EIA</p> <p>List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).</p> <p>Consider if there are any potential actions which would reduce the risk of discrimination.</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 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.</p> <p><i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i></p>

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	<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>
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Approved By		
Job Title:	Name:	Date: