

## A Practice Policy Committee Template for Equality Impact Assessment of policies and procedures

Policy under review: <u><i>Policies &amp; Procedures Guidelines</i></u>	Names of Assessors: Gordon Benson & Vikki Tweddle	Date: 30/08/2006
Consider:	Assessment :	Action to be taken:
What are the aims of the policy?	<i>To ensure we have consistent standards to policy development</i>	
Is there any evidence that some groups could be adversely affected? If there is which groups are affected?	<i>No. Conversely by outlining minimum standards should be more equitable.</i>	
Is there any evidence of higher or lower participation or uptake by different groups?	<i>No, policy gives guidance on who to consult</i>	
Is there any evidence that different groups have different needs, experiences, issues and priorities?	<i>It's a set of guidance principles on policy development. Can be interpreted in different way but principles remain the same.</i>	
What would be the likely impact of the policy?	<i>Standard consistent process</i>	
Should the policy under review be altered so as to provide an opportunity to promote equality of opportunity or good race relations?	<i>No</i>	
What consultation is necessary?	<i>None</i>	
<p>Should the policy be adopted? Keep a record of the conclusions at each stage of the decision-making process.</p> <p>This EIA should contain reasons for decisions made and recommendations as to how the policy will be put into practice, including suggestions for training and monitoring</p> <p>The EIA should also clearly show the relative weight given to each type of evidence:</p> <ul style="list-style-type: none"> <li>▪ monitoring data</li> </ul>	<p><i>Yes</i></p> <p><i>Once agreed this policy will go to the Admin section of Trust Policy and Procedures Manual</i></p>	

<ul style="list-style-type: none"> <li>▪ research findings</li> <li>▪ other statistics</li> <li>▪ the results of consultations (formal and informal)</li> </ul>		
<p>What monitoring arrangements are necessary?</p>	<p><i>Practice policy group monitor blue policies including if reviews have included impact assessments. Yellow practice policy folder admin and health and safety section reviewed by GB. Clinical section ? move to blue practice policy folder</i></p>	<p><b>GB &amp; VT to review practice &amp; policy &amp; procedure manual to look at minimising areas of duplication and ensure robust mechanisms for review for Admin, Health and Safety and practice policies including intranet updating.</b></p>
<p>How will the results of consultations and assessments be published?</p> <p>The specific duty to produce and publish a Race Equality Scheme requires that the results of assessments and consultations carried out in respect of any policy is relevant to the race equality duty must be published</p>	<p><i>All Impact Assessments to be posted on the internet and intranet.</i></p>	