

## PART 1: Equality relevance checklist

The following questions can help you to determine whether the policy, function or service development is relevant to equality, discrimination or good relations:

- Does it affect service users, employees or the wider community? Note: relevance depends not just on the number of those affected but on the significance of the impact on them.
- Is it likely to affect people with any of the protected characteristics (see below) differently?
- Is it a major change significantly affecting how functions are delivered?
- Will it have a significant impact on how the organisation operates in terms of equality, discrimination or good relations?
- Does it relate to functions that are important to people with particular protected characteristics or to an area with known inequalities, discrimination or prejudice?
- Does it relate to any of the following 2013-16 equality objectives that SLaM has set?
  1. All SLaM service users have a say in the care they get
  2. SLaM staff treat all service users and carers well and help service users to achieve the goals they set for their recovery
  3. All service users feel safe in SLaM services
  4. Roll-out and embed the Trust's Five Commitments for all staff
  5. Show leadership on equality through our communication and behaviour

**Name of the policy or service development:**

**Is the policy or service development relevant to equality, discrimination or good relations for people with protected characteristics below?**

**Please select yes or no for each protected characteristic below**

Age	Disability	Gender re-assignment	Pregnancy & Maternity	Race	Religion and Belief	Sex	Sexual Orientation	Marriage & Civil Partnership <i>(Only if considering employment issues)</i>

**If yes to any, please complete Part 2: Equality Impact Assessment**

**If not relevant to any please state why:**

**Date completed:**

**Name of person completing:**

**CAG:**

**Service / Department:**

**Please send an electronic copy of the completed EIA relevance checklist to:**

1. [macius.kurowski@slam.nhs.uk](mailto:macius.kurowski@slam.nhs.uk)
2. Your CAG Equality Lead

## PART 2: Equality Impact Assessment

1. Name of policy or service development being assessed?

2. Name of lead person responsible for the policy or service development?

3. Describe the policy or service development

What is its main aim?

What are its objectives and intended outcomes?

What are the main changes being made?

What is the timetable for its development and implementation?

4. What evidence have you considered to understand the impact of the policy or service development on people with different protected characteristics?

*(Evidence can include demographic, ePJS or PEDIC data, clinical audits, national or local research or surveys, focus groups or consultation with service users, carers, staff or other relevant parties).*

5. Have you explained, consulted or involved people who might be affected by the policy or service development?

*(Please let us know who you have spoken to and what developments or action has come out of this)*

**6. Does the evidence you have considered suggest that the policy or service development could have a potentially positive or negative impact on equality, discrimination or good relations for people with protected characteristics?**

*(Please select yes or no for each relevant protected characteristic below)*

<b>Age</b>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		
<b>Disability</b>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		
<b>Gender re-assignment</b>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		
<b>Race</b>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		
<b>Pregnancy &amp; Maternity</b>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		
<b>Religion and Belief</b>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		
<b>Sex</b>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		
<b>Sexual Orientation</b>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		
<b>Marriage &amp; Civil Partnership</b> <i>(Only if considering employment issues)</i>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		
<b>Other (e.g. Carers)</b>	<b>Positive impact:</b> Yes or No	<b>Negative impact:</b> Yes or No
Please summarise potential impacts:		

**7. Are there changes or practical measures that you can take to mitigate negative impacts or maximise positive impacts you have identified?**

**YES:** *Please detail actions in PART 3: EIA Action Plan*

**NO:** *Please explain why*

**8. What process has been established to review the effects of the policy or service development on equality, discrimination and good relations once it is implemented?**

*(This may should include agreeing a review date and process as well as identifying the evidence sources that can allow you to understand the impacts after implementation)*

**Date completed:**

**Name of person completing:**

**CAG:**

**Service / Department:**

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2. Your CAG Equality Lead

### PART 3: Equality Impact Assessment Action plan

Potential impact	Proposed actions	Responsible/ lead person	Timescale	Progress

**Date completed:**  
**Name of person completing:**  
**CAG:**  
**Service / Department:**

**Please send an electronic copy of your completed action plan to:**

1. [macius.kurowski@slam.nhs.uk](mailto:macius.kurowski@slam.nhs.uk)
2. Your CAG Equality Lead