

# Equality Analysis

## Introduction **1**

As a public organisation we need to ensure that we have given proper consideration to **equality** and **diversity** in relation to all our strategies, policies, services and functions, both current and proposed. In all appropriate instances we will need to carry out an equality analysis.



### When should an Equality Analysis be carried out?

Equality Analysis (EA) is best used at the options appraisal stage of business planning or investment decision-making, or at the early stages of project or service planning development so that any mitigating actions can be introduced before a decision is made or the policy or service change is implemented. EA can also be used retrospectively for policies and projects already approved and services already in operation, but should never be considered a 'bolt-on' to complete the project development process.

The EA process consists of two parts:

1. A **relevance screening tool**, which will help you to determine if the policy, project or service is relevant to equality.
2. A full **equality impact assessment**, which must be completed if the policy, project or service is relevant to equality or has any human rights implications.

You will need to complete an EIA for:

- changes to existing policies, services, procedures or guidance
- creating new policies, services, procedures or guidance
- redesigning services
- new projects
- new or revised strategies

An Equality Analysis should be carried out before you proceed with any changes.

### Who should conduct equality analysis?

EA's are best done by a small team rather than by one person on their own. The aim is to get a small number of people involved in the analysis who can give a balanced view on the possible impacts for people with protected characteristics.

## Key steps for completing an Equality Analysis

### 1. Equality Analysis Relevance Screening

Is the proposed policy, project or service equality relevant? There are a series of questions in the screening template to help you arrive at a decision.

**Please refer to the Equality Analysis Relevance Screening template (2).**

For MfS Projects, the screening template must be sent to Programme Office GroupWise account. This will then be forwarded onto the Equality Analysis sub-group for approval.

*For all non MfS related changes, please refer to the instructions at the end of the template.*

### 2. A full equality analysis must be completed if the policy, service, strategy or project is relevant to equality or has any human rights implications.

**Please refer to the Full Equality Analysis template (3).**

The equality analysis must be evidence based and underpinned by a range of baseline data that clearly demonstrates where your conclusions have come from. A great deal of the information that you require to carry out your equality analysis is readily available and could be either quantitative or qualitative data.

Examples of the types of information you might want to consider are:

- Local and national population data, including census findings
- Our public sector equality duty compliance report  
<http://www.leedsth.nhs.uk/about-us/equality-diversity/public-sector-equality-duty-compliance-report/>
- Joint Strategic Needs Assessment (JSNA)  
<http://www.westyorkshireobservatory.org/explorer/resources/>
- National, regional and local research findings
- Results from national and local staff and patient surveys
- Feedback from recent consultations or engagement exercises
- Patient and staff data broken down by protected group
- Information from staff, patient or community groups
- Comments, complaints and PALS data
- Recommendations from inspections and audits

We have several advisory groups at the Trust who can help you to assess the likely impact of your proposals on equality. For further information about our advisory groups and how you can engage with stakeholders to support your equality analysis, contact our Patient and Public Involvement team on 0113 206 5591.

## **Possible outcomes of Analysis**

There are four possible outcomes of an EA:

1: No major change - the EA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken.

2: Continue the policy or proposal - the EA identifies the potential for adverse impact or missed opportunities to promote equality. Justifications for continuing must be clearly set out, these should be compelling and in line with the duty to have due regard.

3: Adjust the policy or proposal - the EA identifies potential problems or missed opportunities requiring adjustment to the policy or service change to remove barriers or promote equality.

4: Stop and remove the policy or proposal - there is actual or potential unlawful discrimination. The policy or project must be stopped and removed or changed.

In most cases amendments will be highlighted during the EA process and only in extreme cases would the policy or project have to be stopped completely.

## **Monitoring and review**

Whilst equality analysis can help you anticipate the effects of your policy, project or service change, you will only know the actual impacts of the proposal once it has been put into practice. Appropriate on-going monitoring and review can allow you to pick up on any negative consequences or areas where it is not creating the intended results, and make alterations as appropriate.

Equality analysis is an on-going process that does not end once proposals are agreed and implemented. Monitoring and review is essential, although it will not be necessary to repeat a full equality analysis unless significant changes are made.

## **Sign off and publishing**

The final stage of the EA is to formally sign off the document as being a complete, rigorous and robust analysis.

The EA must be signed off by the person responsible for conducting the analysis.

For change which is governed under the MfS umbrella, the screening template must be sent to the 'Programme Office' GroupWise account. The Programme office will forward it onto the Equality Analysis sub-group.

For non MfS change, a copy of the completed analysis form together with the policy or proposal must be sent directly to the Equality Analysis sub-group for approval. The EA sub-group will check that the analysis is robust and meets our equality duties. Please refer to the instructions at the bottom of each template.

The EA will be published on the Trust's equality and diversity internet pages. Publication of the analysis template helps to ensure that we are being open and transparent in our decision-making process.