

Equality Analysis

This template is to help you to complete your equality analysis.
Please fill in the boxes and delete the guidance notes (GN) in the shaded boxes when you have finished.

Title of policy:
Description of policy:
<p>GN: The description should include:</p> <ul style="list-style-type: none"> ● a summary of the policy's aims and intended outcomes <p>NB: we use the word 'policy' to refer to what we are assessing. This could include strategies, functions, procedures, practices, decisions and projects.</p> <ul style="list-style-type: none"> ● an explanation of how the policy fits into West Suffolk CCG's strategic objectives.

Part 1: Assessment of impact

How will the policy meet the needs of different communities and groups?
<p>GN: Particularly consider where the needs of people with certain protected characteristics are different from the needs of others.</p>
Age
Disability
Gender reassignment
Marriage and civil partnership
Pregnancy and maternity
Race
Religion or belief
Sex
Sexual orientation
Socio-economic disadvantage
People living in rural areas (rurality)

Other:

(includes other groups who may find it difficult to access or use services such as: family carers; asylum seekers/refugees; prisoners; ex-offenders; people who are homeless; prisoners; sex workers)

GN: See pages 2 – 4 of the guidance for further information and examples of the groups / characteristics

Positive impact: Reducing inequalities

How is the policy likely to have a **significant positive impact on equality by reducing inequalities that already exist**? Will the policy improve equality of opportunity for different groups? Will the policy encourage good relations between different groups?

Explain how it will meet our duty to:

1. Promote equal opportunities

2. Get rid of discrimination

3. Get rid of harassment

4. Get rid of victimisation

5. Promote good community relations

6. Promote positive attitudes towards, encourage **participation** by, and enable more favourable **treatment** of, people with different protected characteristics

7. Promote and protect human rights

GN: See pages 4 & 5 of the guidance for further information on our duties under the Equality Act and human rights legislation

Negative impact: Potential discrimination

Could the policy have a **significant negative impact** on equality in relation to each of the following groups or characteristics?

GN: You must assess each of the 7 areas separately and consider how your policy may affect people's human rights.

You need to ask yourself:

- In what ways might the policy create **problems** or **barriers** to any community or group?
- How might any group be **excluded** because of the policy?

Age

Disability

Gender reassignment

Marriage and civil partnership

Pregnancy and maternity

Race

Religion or belief

Sex

Sexual orientation

Socio-economic disadvantage

People living in rural areas (rurality)

Other:

(includes other groups who may find it difficult to access or use services such as: family carers; asylum seekers/refugees; prisoners; ex-offenders; people who are homeless; prisoners; sex workers)

Part 2: Evidence

Evidence

What is the evidence for your answers above?

List the main sources of evidence on each group – both **quantitative** and **qualitative**

GN: See pages 5 - 6 of the guidance for further information on how to find and analyse the evidence

You need to look at and think about:

- quantitative research
- qualitative research
- local evidence
- national / international evidence
- results of any consultations, engagement with, or feedback from, local communities
- information about the makeup of the local community
- information which may be held by the voluntary / Third sector
- remember to list the source of the evidence
- if there is little or no evidence, say what you will do to find some evidence and give examples of the types of evidence you might find

Age

Disability

Gender reassignment

Marriage and civil partnership

Pregnancy and maternity

Race

Religion or belief

Sex

Sexual orientation

Socio-economic disadvantage

People living in rural areas (rurality)

Other:

(includes other groups who may find it difficult to access or use services such as: family carers; asylum seekers/refugees; prisoners; ex-offenders; people who are homeless; prisoners; sex workers)

Part 3: Conclusion

Conclusion of equality analysis

Please summarise your findings.

GN: We suggest that you choose, adapt and explain one of the statements from pages 6/7 of the guidance. If you chose statement F, you will need to consider the need for legal advice.

Part 4: Next steps

Action Plan

GN: If you have chosen statements C, D, E or F from the list on pages 6/7 of the guidance, you will need to prepare an action plan.

There is further information on creating an action plan on page 7 of the guidance and a suggested template for an action plan is attached as Appendix 1.

Part 5: For the record

Name and title of people who carried out the equality analysis:

Date equality analysis completed:

Signature to sign-off equality analysis:

Equality analysis signed-off by (please print):

Date equality analysis was signed:

GN: All equality analyses must be signed off at Chief Officer level before they are submitted to the relevant decision-making body for approval and published on the CCG website (see Appendix 1 of the guidance).

Before sign-off, the relevant Officer/Manager must be sure that:

- the **policy has been informed by the outcome of the equality analysis**
- that you have gathered all the **relevant evidence** and **used any feedback** from previous involvement / consultation and / or **consulted** and **involved** stakeholders from each group as appropriate
- there is an **action plan** (if required) to **reduce any (potential) adverse impact**.

Appendix 1: Action plan template

This template is to help you make your action plan.

You might want to change the categories in the first column to reflect the actions needed for each policy.

Category	Actions	Target date	Person responsible
Practical changes required to reduce adverse impact			
Measures to improve access to / take up of services and understanding of the policy			
Dissemination of information on the equality analysis			
Involvement and consultation			
Data collection and evidence			
Assessment and analysis			
Procurement and partnerships			
Monitoring, evaluating and reviewing (including publishing the results)			