The Equality Impact Assessment is a written record that demonstrates that you have shown *due regard* to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by the Equality Act 2010.

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| **Stage 1: EIA Screening Assessment:** | |
| **Date of EIA:** | 25/06/2020 |
| **Name of person completing the EIA:** | Katie Pickles  Cliff Dunbavin |
| **Job title:** | Quality Assurance Manager  Operational Strategic Lead |
| **Responsible Service/Business Unit:** | Corporate Services |
| **Briefly describe the aims, objectives and purpose of the process?** | The purpose of this process is to ensure that Locala, as a Category One responder under its’ NHS contract can:   * Comply with category one responder duties outlined under the civil contingencies act (2004). * Achieve the ‘infectious diseases’ work stream within the National Capabilities Programme. * Meet their duty for response to emergencies as outlined in the NHS standard contract. * Meet the core competencies under the Emergency Preparedness, Resilience and Response framework. * Co-ordinate employee and resource management in response to both extraordinary disease and pandemic outbreaks. |
| **Who is intended to benefit from this process and in what way?** | Locala, its’ colleagues, commissioners, partner agencies and the wider community will benefit from this process. The benefit is robust and effective management of people and resources during a pandemic. |
| **What outcomes do you want to achieve?** | As an outcome of the process it is expected that Locala will:   * Identify a flexible and scalable framework to ensure a timely and effective response to outbreak incidents. * Identify the risks which may trigger a response under this plan. * Identify the triggers for the document’s activation and stand down. * Identify who should be notified and alerted of the activation of the plan. * Identify what role Locala will play in response to general extraordinary and pandemic outbreaks. * Identify a summary of the roles and responsibilities of other organisations. * Identify the command, control and co-ordinate details which apply to responses under the plan. * Identify specific considerations to assist decision making during responses under the plan. |
| **Please include any evidence or relevant information that you have accessed to complete the EIA (e.g. demographic profiles; audits; research; published evidence; national guidance or legislative requirements etc)** | National guidance released throughout the pandemic has been adopted in full by the organisation via the command and control structure.  Both antigen and antibody testing programmes have been robustly undertaken as part of and in support of national research.  Demographic profiles of Locala colleagues have been utilised in order to protect those who are deemed vulnerable during the pandemic. Full risk assessment for all colleagues have been undertaken. |
| **What involvement and consultation has been done in relation to this policy? What are the results?** | Kirklees Council Emergency Planning Team, Locala’s Business Resilience Group, Locala and Kirklees LA Infection Prevention Teams, Locala’s Medicines Optimisation Team were key stakeholders. This has led to a robust partnership approach to emergency planning. |

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| **Analysis of impact**  The fundamental question which all EIA’s must attempt to answer is**: Does the proposed changes to policies/procedures have a disproportionate impact on people with a protected characteristic(s), whilst giving consideration to the Equality Duty to have due regard to**   * eliminate unlawful discrimination; advance equality of opportunity; and foster good relations | | | |
| **What impact has your review had on the following Protected Characteristic Groups:** | **Are there any likely disproportionate impacts on any of the groups below?**  **Please describe, including evidence of data used.** | **Are these Negative (N), Neutral (Neu) or Positive (P)** | **What changes or actions do you recommend to improve the policy to eradicate or minimise the negative impacts or enhance positive ones?** |
| **Race** | BAME colleagues have been risk assessed more frequently (every 6 weeks) and have been prioritised during testing programmes due to the evidence of their increased vulnerability. | P | No identified action required. |
| **Age** | Command and control practices did not affect colleagues due to their age. | Neu | No identified action required. |
| **Disability** | Colleagues who are deemed to be at increased risk of contracting the virus have been supported to ‘shield’ whether they are able to work from home or not. These individuals have also been risk assessed more frequently (every 6 weeks).  Where required individuals have been supplied with appropriate equipment to support their working at home. | P | No identified action required. |
| **Sex** | N/A | Neu | No identified action required. |
| **Religion or belief** | Command and control practices did not affect colleagues due to their religion or belief. | Neu | No identified action required. |
| **Sexual Orientation** | Command and control practices did not affect colleagues due to their sexual orientation. | Neu | No identified action required. |
| **Gender re-assignment** | N/A | Neu | No identified action required. |
| **Pregnancy & Maternity** | Pregnant colleagues have been supported to modify their working practices and those in their 3rd trimester have been supported to ‘shield’ whether they are able to work from home or not. | P | No identified action required. |
| **Marriage & Civil Partnership** | Colleagues have been supported to ‘shield’ where others in their household have been directed to ‘shield’ or are showing symptoms. | P | No identified action required. |
| **Other relevant groups e.g. carers** | The organisation have been proactive in the identification of issues that may affect colleagues such as provision of child care and mental and physical health.  Data screen equipment assessments have been undertaken on all colleagues who required one and action has been taken to mitigate any risk. | P | No identified action required. |

**Where a negative impact has been identified, Stage 2 - the full EIA must now be completed.**

**If no negative impacts are identified, please return this form to** [**XXX**](mailto:ODteam@locala.org.uk)

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| **Stage 2: Full Equality Impact Assessment:** |

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| **What is the actual / likely impact? E.g. Who benefits? Who doesn’t benefit and why not? Who should be expected to benefit and why don’t they?** |
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| **Address the impact: Summarise whether the proposed policy/procedure will have a disproportionate impact on any of the protected groups above? If so this must be brought to the decision makers attention and you should fill out the action plan – see below.** |
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| **Action Plan** | | |  |  | | | |
| **Action No.** | **What is the negative/adverse impact?** | **Actions required to reduce/eliminate the negative impact?** | | | **Resources required** | **Who will lead on action?** | **Target completion date** |
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| **Monitoring, Review and Publication.** | | | |
| **How will you review the impact and effectiveness of your actions?** | | | |
| **Lead Officer:** |  | **Review Date:** |  |
| **Will this EIA be published\* Yes/Not required** | | | |

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| **Sign off** |  |  |  |  |  |
| **Director / Associate Director / Head of Service:** |  | **Date Approved:** |  |  |  |