

EQUALITY IMPACT ASSESSMENT TOOL

Name: Marty Williams , Clinical risk Manager

Policy/Service: Policy for the Working of Committees, Quality department

Background <ul style="list-style-type: none">• Description of the aims of the policy• Context in which the policy operates• Who was involved in the Equality Impact Assessment
<p>Aims to give guidance to users to follow a common framework with regards to the functioning of all committees and groups within the risk management organisational structure.</p> <p>The policy applies to committee chairs and secretarial support staff.</p> <p>Head of Quality & Integrated Governance, Clinical Risk Manager, BME lead for ASPH and Administration Manager, Quality Dept.</p>
Methodology <ul style="list-style-type: none">• A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)• The data sources and any other information used• The consultation that was carried out (who, why and how?)
<p>There is an awareness of the culture of good meetings management. Consideration is given when planning meetings to avoid religious holidays across the cultural spectrum. There is an awareness that all groups have an adequate membership of BME/equality and diversity personnel.</p>
Key Findings <ul style="list-style-type: none">• Describe the results of the assessment• Identify if there is adverse or a potentially adverse impacts for any equalities groups
<p>There are no adverse or potentially adverse impacts for any equalities groups.</p>
Conclusion <ul style="list-style-type: none">• Provide a summary of the overall conclusions
<p>This policy will not have any impact with regards to race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age</p>
Recommendations <ul style="list-style-type: none">• State recommended changes to the proposed policy as a result of the impact assessment• Where it has not been possible to amend the policy, provide the detail of any actions that have been identified

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<ul style="list-style-type: none"> Describe the plans for reviewing the assessment
None.

Guidance on Equalities Groups

Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)	Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)
Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)	Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)
Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)	Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)
Culture (consider dietary requirements, family relationships and individual care needs)	Social class (consider ability to access services and information, for example, is information provided in plain English?)

If further assessment is required please see the Integrated Single Equality Scheme.

For advice in respect of answering the above questions, please contact Maria Crosbie, HR Manager, on extension 2552.