

APPENDIX 1

EQUALITY IMPACT ASSESSMENT TOOL

To be completed and attached to any policy when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		For each category describe how you have involved stakeholders including service users and employees
	Race and Ethnic origin (include gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)	Yes	The draft of this policy has been approved by the Cancer board. The patient representative on the board was specifically asked to comment on the policy and the value that this may have for Cancer patients. It is recognised that patients whose first language is not English may have difficulty reading and interpreting this policy. Clinical staff need therefore to go through the policy with the individual or employ a translator as necessary. The Copying letters to Non English Speakers document is referenced
	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)		This policy may impact on those individuals who are hearing or sight impaired. Clinical teams may need to either produce

		Yes/No	Comments
			information in a way that can be understood by the patient e.g. large print or provide a translator if required
	Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)		No impact
	Culture (consider dietary requirements and individual care needs)		No Impact
	Religion or belief (include dress, individual care needs and spiritual needs for consideration)		It is recognised that patients whose first language is not English may have difficulty reading and interpreting this policy. Clinical staff need therefore to go through the policy with the individual or employ a translator as necessary
	Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)		No impact
	Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist)		No Impact
2.	Is there any evidence that some groups are affected differently?		Yes
3.	If you have identified potential discrimination, for example, less than equal access, are any exceptions valid, legal and/or justifiable, for example a genuine occupational		No

		Yes/No	Comments
	qualification?		
4.	Is the impact of the policy/guidance likely to be negative?		No
5.	If so can the impact be avoided?		N/A
6.	What alternatives are there to achieving the policy/guidance without the impact?		N/A
7.	Can we reduce the impact by taking different action?		Detailed above

If you have identified a potential discriminatory impact of this policy, please refer it to the appropriate Action Group, together with any suggestions as to the action required to avoid/reduce this impact.

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