

Title:	<b>Procedure for Completing Equality Analysis and Engagement Assessment Form</b>
Reference No:	Procedure 00
Owner:	Assistant Chief Officer
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Consultation Process	Operational Executive Equality and Diversity Steering Group AQUA
Ratified and approved by:	OE 26 April 2019
Distribution:	All staff and GP members of the CCG.
Compliance:	Mandatory for all permanent and temporary employees of Rotherham CCG.
Equality & Diversity Statement:	In applying this policy, the Organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.



## **Background Statement**

This document sets out the process for managing, monitoring and evaluating completed Equality Analysis and Engagement Templates.

## **Responsibilities**

This procedure applies to all employees of the organisation, lay members and third parties.

## **Training**

There are no training implications.

## **Dissemination**

All staff will be able to access copies of this procedure via the Policies section of the NHS Rotherham Clinical Commissioning Groups intranet.

## **Resource implications**

The correct adherence to the procedure will minimise expenditure in relation to legal advice.

## **Consultation**

The Engagement and Communications Sub-Committee, Equality and Diversity Steering Group, Operational Executive Committee and AQuA Sub-Committee.

# Procedure for Equality Analysis and Engagement Assessment

## 1. Guidance

- 1.1 Engaging with patients and the public is a statutory duty. Clinical Commissioning Groups, have a duty under Section 14Z2 of the NHS Act 2006 (as amended) to 'make arrangements' to involve the public in commissioning.

The planning template has been developed to support the process. It will also make sure that any planned activity is meaningful, and includes fair and proportionate involvement.

The form is a tool to help commissioners identify whether there is a need for patient and public participation in their commissioning activity, and if required help them plan for a level of participation which is 'fair and proportionate' to the circumstances.

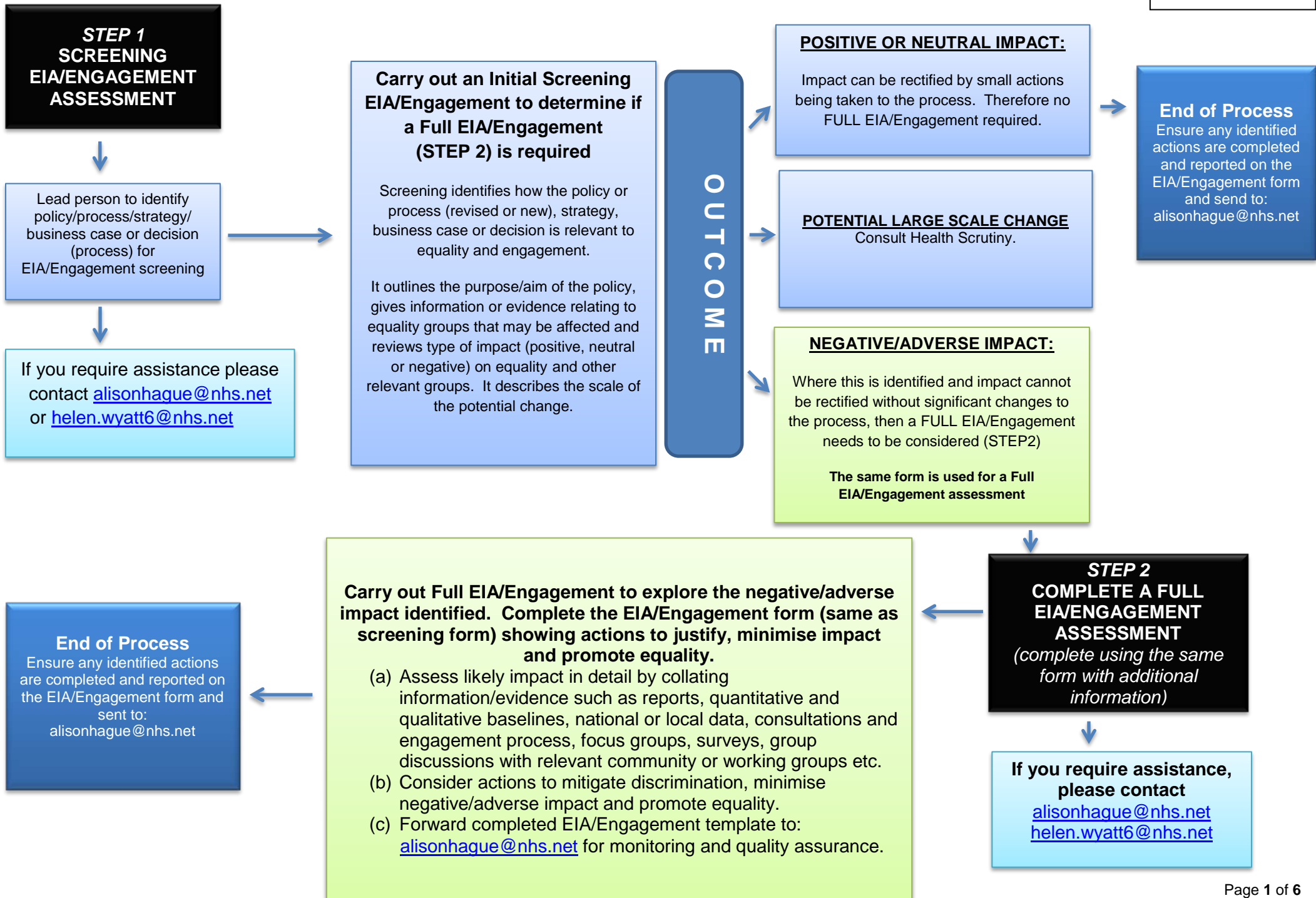
- 1.2 The equality analysis in this plan forms the initial stage of the equality impact assessment process.
- 1.3 The Equality Analysis and Engagement is carried out by completing a form, drawing on existing research, monitoring information and consultation. Once this has been completed, an action plan can be drawn up and any decisions to change the delivery of an activity or policy can be made.

## 2. Process for Completing the Template

- 2.1 The Equality Analysis and Engagement assessment form can be found [here](#). Flow chart for completing the form can be found **at APPENDIX 1**.
- 2.2 The Engagement Analysis and Engagement assessment form should be completed at the start of the planning process for any commissioning activity and before operational commissioning decisions are taken which may impact on the range of commissioned services and/or the way in which they are provided.
- 2.3 **STEP 1** - If the completed form indicates a positive or neutral equalities impact and this can be rectified by small actions being taken to the process then a full EIA/Engagement assessment is not required.
- 2.4 **STEP 2** – Where it has been identified that impact cannot be rectified without significant changes to the process, then a full EIA/Engagement assessment must be undertaken. This is completed on the same form but would require additional and in depth information and evidence.
- 2.5 Completed forms should be sent to Alison Hague, Corporate Services Manager [alisonhague@nhs.net](mailto:alisonhague@nhs.net). Completed forms will then be screened/reviewed within 2 weeks by the Engagement and Communications Sub-Committee or Virtual Equality and Diversity Steering Group.

***It is important that systems and assurance are not held back pending a bi-monthly meeting***

- 2.6 Feedback will be given on the EIA/Engagement assessment form submission and a request for further work may be required. If the EIA/Engagement assessment form is completed sufficiently the Engagement and Communications Sub-Committee will agree they are happy with the content and provide feedback. **APPENDIX 2** sets out the process. The author of the EIA/Engagement assessment will be required to attend the Engagement and Communications Sub-Committee if requested.
- 2.5 The final EIA/Engagement assessment form will then be put on NHS Rotherham CCG website.



Process for Completed EIA/Engagement Assessment

