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**Equality Impact Assessment Form**

September 2020

# About the Equality Impact Assessment Form

Healthwatch research and engagement projects seek to ensure that people who find it hardest to be heard have the opportunity to influence and design and delivery of health and care services.

When seeking particular outcomes from a piece of work, or when making recommendations to commissioners and providers, consideration for the effect it has on all people needs to be addressed.

Additionally, doing this will also help Healthwatch achieve public sector equality duties under the Equality Act. This requires public authorities and organisations carrying out public functions to consider steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between protected groups and others.[[1]](#footnote-2)

This form is designed to help you show that when outcomes are achieved and recommendations implemented, they lead to increased equality and reduce barriers for protected groups and others who experience discrimination or disadvantage; whilst not inadvertently excluding others.

# How to use the form

Fill out the tables below to document:

1. Reasons why the project was selected as a priority for action. This should focus on any evidence from people that find it hardest to be heard in relation to the particular topic area and the anticipated benefits it will bring.
2. For each proposed outcome you are seeking from the project, or for each recommendation made at the reporting stage of the project, your assessment of any positive or potentially negative impacts that could be experienced by people due to:
3. protected characteristics[[2]](#footnote-3): age, disability, gender identity, pregnancy or maternity, ethnicity, religion or belief, sex, sexual orientation
4. any other specific considerations that you may have identified as priorities for your work in your business plan. For example carers or people with lower income.
5. The background evidence, information or knowledge which has contributed to your assessment about any positive or potentially negative impact. This could include data on the profile of your community, published statistics or research about people who define themselves as having particular characteristics, experiences that you have learnt about from previous engagement work. This could also include advice you have received from partner agencies or people with lived experience who you have approached to ask for their views about your proposed outcomes or recommendations.

As you undertake this assessment, remember that whilst considering people as groups under these headings can help bring focus, in reality people don’t experience the world separately under each heading. Our personal characteristics intersect with one another, and to varying degrees. Consequently, inequalities will overlap and are interrelated. For example, ethnicity will intersect with sex and both will cross over with sexual orientation. The form includes prompts to help you consider this in your assessment.

## Table 1 of 3

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| **Project Name** | **Lead Staff / Volunteer** | **Date of Assessment** |
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| **Brief summary of project and reasons for it being a priority for the population covered by your Healthwatch. What are your overall goals?** | | |
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## Table 2 of 3

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| **Entry Number** | **Proposed Outcome / Recommendation** | **Known or likely positive** **equality impact/s**  Where the outcome / recommendation should achieve a positive impact. Based on background evidence, information, knowledge or advice. | **Known or potentially** **negative** **equality impact/s**  Who could be negatively impacted and in what way? Based on background evidence, information, knowledge or advice. | **Entry number for evidence table below**  Use the next table below to summarise the background evidence, information, knowledge or advice on which you are basing your assessment. | **Action to remove known negative equality impacts or mitigate potential negative impacts**  This may involve amending outcomes / recommendations sought *or* including new outcomes / recommendations *or* rethinking the scope of the project. Is further engagement or research required?  If a decision is made to take no action then the reason for this should be documented here. |
| **Think through each characteristic. Also consider each characteristic overlapping with others.**  **Only write about those where you identify a likely positive or potentially negative impact.**  Age, disability, gender identity, pregnancy or maternity, ethnicity, religion or belief, sex, sexual orientation, other priority groups in your business plan. | |
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## Table 3 of 3

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| **Evidence Table Entry Number** | **Protected characteristic, other priority group or overlapping characteristics to which your information / evidence / knowledge relates** | **Source of information / evidence / knowledge.**  **and/or**  **Partner agencies or people with lived experience who gave you their advice** | **What the information / evidence / prior knowledge / advice tells us** |
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# Thanks

Thanks to the following for helping to develop the Equality Impact Assessment Form:

[Healthwatch Liverpool](https://www.healthwatchliverpool.co.uk/)

[Wessex Voices – collaboration between Healthwatch and NHS England](https://www.wessexvoices.org/)

[Healthwatch Islington](https://www.healthwatchislington.co.uk/)

1. [↑](#footnote-ref-2)
2. 1For more detail on the Public Sector Equality duty and how Equality Impact Assessments relate to this, see  [House of Commons Research Briefing, 8 July 2020](https://commonslibrary.parliament.uk/research-briefings/sn06591/)

   2 civil partnership or marriage are also protected characteristics but only in relation to employment rights. [↑](#footnote-ref-3)