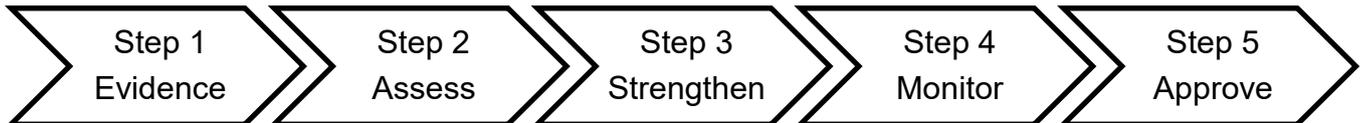


Manchester Health and Care Commissioning

Equality Analysis Template

Step 1 Evidence



This equality analysis is being undertaken to prevent my policy, plan or project from adversely affecting people with different protected characteristics or at known disadvantage. I am using this template to identify disadvantage, propose steps to strengthen against that disadvantage and record and monitor the success of those strengthening actions.

| | | | |
|---|-----|----|--------|
| Name of your policy/plan/project | | | |
| Person completing the assessment | | | |
| Date your policy, plan or project is designed | | | |
| Date your equality analysis is completed | | | |
| Does this template form part of a business case or investment proposal submission? | Yes | No | Unsure |
| Are you completing this as a result of organisation change? | Yes | No | Unsure |
| Is there another reason for you completing this template – e.g. renewal of a current service/change to current service – please specify: | | | |

Please read the accompanying guidance paper before you complete this form. Where you see **(Refer to guidance document)**, there is a relevant section in the guidance to help you.

1. Initial screening assessment

| |
|---|
| What are the main aims, purpose of your policy, plan or project? |
| What is your expected outcome? |
| Who will benefit? |
| It is part of a wider programme or strategy (for example, the locality plan or MHCC operational plan)? |

2. (Refer to guidance document) Are there any aspects/activities of the policy, plan or project that are particularly relevant to equality, socio-economic disadvantage or human rights? At this stage you do not have to list possible impacts, just identify the areas. (E.g. we are commencing a new programme of health care aimed at BAME men with diabetes)

3. (Refer to guidance document) What existing sources of information will you use to help you identify the likely equality on different groups of people? (For example, statistics, JSNA's, stakeholder evidence, survey results, complaints analysis, consultation documents, customer feedback, existing briefings, comparative data from local or national external sources).

4. Evidence gaps

(Refer to guidance document) Are there gaps in information that make it difficult or impossible to form an opinion on how your proposals might affect different groups of people? If so what are the gaps in the information and how and when do you plan to collect additional information? Note this information will help you to identify potential equality stakeholders and specific issues that affect them - essential information if you are planning to consult as you can raise specific issues with particular groups as part of the consultation process. EAs' often pause at this stage while additional information is obtained.

No: please go on to question 5. (Be sure to have fully considered all communities and parts of communities – for example, have you considered the needs of gypsies, travellers and Roma communities, other transient communities, do you need to better understand take up of your service by Muslim women or Orthodox Jewish men.)

Yes: please explain how you will fill any evidence gaps. You might want to start with contacting research or policy colleagues to see whether they can point you in the right direction. Our third sector colleagues will also be pleased to offer support and direction.

| Evidence gap | How will the evidence be collated | Individual or team responsible and timeframe |
|--------------|-----------------------------------|--|
| | | |
| | | |
| | | |

5. Involvement and consultation

(Refer to guidance document) Note: You are required to involve and consult stakeholders during your assessment. The extent of the consultation will depend on the nature of the policy, plan or project. (Don't forget to involve trade unions if staff are affected and consider socio-economic impact as well as community and third sector groups for different protected characteristics. If there is potential for different impact across different neighbourhoods, consult your neighbourhood leads).

| Consultation and involvement that has taken place, who with, when and how? | | |
|--|---------------------------|------------------------------|
| | | |
| Summary of the feedback from consultation: | | |
| | | |
| For significant programmes, please provide a link to any written record of the consultation to be published alongside this assessment here: | | |
| How engagement with stakeholders will continue Here you need to explain how you continue to engage throughout the course of the delivery to ensure the measures you take to address any disparity are working. | | |
| Involvement group | Consultation dates | Strengthening actions |
| | | |

Step 2 - Assessing impact and opportunities to promote equality and human rights

6. If you have piloted a project you want to roll out, add here what you learnt about communities not taking up, accessing or having poorer outcomes from it and what you have done to address those disparities.

| |
|--|
| |
|--|

7. What barriers have you identified as being potentially disadvantaged by your proposals? Add the impacts in the box next to the group. (E.g. we have found that working age people in particular, are not taking up our services because of our opening hour restrictions).

| | |
|------------------------------------|--|
| Age | |
| Disability | |
| Gender | |
| Race | |
| Religion/ belief | |
| Sexual Orientation | |
| Transgender | |
| Carer | |
| Socio-economic status | |
| Pregnancy or maternity | |
| Marriage /civil partnership | |
| Other | |

8. Can the adverse impacts you identified be justified and the original proposals implemented without making any adjustments to them? If so, please set out the basis on which you justify implementing the proposals without adjustments.

| |
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| |
|--|

9. Having analysed the initial and additional sources of information including feedback from consultation, is there any evidence that the proposed changes will have a positive impact on any of these different groups of people and/or promote equality of opportunity? Please provide details of who will benefit from the positive impacts and the evidence and analysis used to identify them.

10. Is there any evidence that the proposed changes have no equality impacts? Please provide details of the evidence and analysis used to reach the conclusion that the proposed changes have no impact on any of these different groups of people.

11. Please provide details of whether or not you will consult on the proposed changes, particularly with disabled people, and if you do not plan to consult, please provide the rationale behind that decision.

Step 3 – Strengthening your policy plan or project

Please use the table below to document your strengthening actions.

12. What changes are you planning to make to your original proposals to minimise or eliminate the adverse equality impacts you have found? Please provide details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes.

| Adverse impact | Proposed action | Person responsible |
|----------------|-----------------|--------------------|
| | | |
| | | |
| | | |

13. **(Refer to guidance document)** Describe how you could further promote equality of opportunity as a result of your analysis. What action/s do you recommend and when? Please provide details.

14. **(Refer to guidance document)** Describe how you could further promote human rights principles as a result of your analysis. What action/s do you recommend and when? Please provide details.

Step 5 – Sign off

| | |
|--|------|
| Policy, plan, project or service Owner or Work Programme Lead* | |
| Name | Date |
| EA Lead (the person completing this form) This equality analysis has been quality-checked and will be passed to the senior responsible officer for final sign off. | |
| Name | Date |
| Director or Senior Responsible Owner * This equality impact assessment has been completed in a rigorous and robust manner and I agree with the actions identified. It will now be progressed and published where required. | |
| Name | Date |

*By signing off your EA you are confirming that you are satisfied that the policy/strategy/project/activity/service has been designed with the needs of different equality groups and communities in mind, and that the groups it is intended to serve will be able to access the service and experience similar outcomes from it.

For records, this EA will also need to be copied to hrtransactions.manchester@nhs.net to ensure we can evidence our legal duties to undertake equality analysis. However, the original version must be kept with the project documents and pro-actively used to inform the progress of the work, alongside budget, risk and health and safety monitoring.