

**APPENDIX 2.**  
**Equality Impact Assessment, (EIA) Form 2008**

All policies /procedures / strategies must have a completed Equality Impact Assessment process prior to ratification. The purpose of the EIA is to ensure that Torbay Care Trust, (TCT), does not discriminate in its function as an employer or a service provider and where possible promotes equality of opportunity and builds good relations between all sections of the community we serve. As part of the ratification procedure, this process provides assurance to the ratifying body that the potential for any negative discrimination linked to eight strands of diversity and the relevant legislation has been eliminated. When a policy is reviewed its EIA should also be reviewed and stored centrally with the Equality and Diversity Manager – Jo Hooper – contactable on 01803 210500 or Joanne.hooper@nhs.net

All policies, procedures, strategies and documents that affect the way we work or services provided must undergo the initial screening process. Where concerns are found you should also undertake the partial and where applicable the full EIA process.

You should consider the EIA process throughout the development of your document to ensure that normal consultation procedures and the gathering of statistics provide the information you need to secure assurance against discrimination.

## **Document Information**

a. Document Title & date	Occombe House Development ( as part of Getting A Life, not Just A Service)
b. Document ratified by	
c. Date of ratification	
d. Date the document will be reviewed on	Prior to physical changes occurring.
e. Document writer	Nikki Henderson
f. Responsible Director	Sharon Matson / Mandy Seymour
g. Date of Impact Assessment	1 <sup>st</sup> August 2010
h. Person under taking Impact Assessment	Nikki Henderson
i. Contact Details	<a href="mailto:Nikki.henderson@nhs.net">Nikki.henderson@nhs.net</a>
<p><b>Reviewed documents &amp; EIAs:</b></p> <p>If you have previously submitted an EIA for the document listed in section a. and upon review of the document there are no significant amendments and therefore none to the corresponding EIA, please complete the box on the right.</p>	<p>The document this assessment refers to has been reviewed with no significant amendments. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date of review.....</p> <p>Person undertaking the review.....</p> <p>I am therefore resubmitting this corresponding EIA with no amendments Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date when the document will next be reviewed again .....</p>

## Stage 1 – Initial Screening

1. What are the aims and objectives of the policy?

To support the 7 people who reside at Ocombe House to find more suitable accommodation and tailored support in a way that supports the individuals to develop an identity as a fellow citizen leading an ordinary life with equality of opportunities and power to do so.

No longer provide the service under the NHS.

Ensure people are living in a suitable property with opportunity to enjoy full housing rights

2. WHO may be affected and HOW if relevant

The 7 people who live at Ocombe House – moving out of Ocombe, changing relationships, staff changes, access to the whole of their home, having a physical environment that meets their physical needs

Staff – possibly changing employer, changing location of employment

Families – anxiety due to provision changing

3. Who benefits from the document?

People currently living at Ocombe House and staff

4. Apart from those listed above is anyone else likely to have an interest in the policy? This could include the police, voluntary groups, other Trusts etc.

Torbay Council – own the building  
South Hams Council – in their planning remit

5. Are there concerns that the policy could have a different impact on people under one of the strands of diversity listed below – please provide evidence?

<b>Equality Strand</b>	<b>Yes or No</b>
Age	No
Disability, please consider types of disability as set out in the EIA toolkit, including Learning Disabilities.	No - The people who live at Ocombe House have profound learning disabilities and some have an additional physical disability.
Gender	No – both the men and women who live at Ocombe will be supported to move in an equitable way.
Gender Identity	No
Human Rights	No
Race/ Ethnicity	No
Religion/ Belief	No

Sexual Orientation	No
Social/ economic deprivation	No - The people at Ocombe are currently reliant on accessing economic support. Any provision that people access will be assessed to ensure financial security.

If you have answered yes to any of the sections in question 5, you should continue through stage 1 and stage 2, the partial impact assessment.

#### Other information to be taken into consideration

6. Is the policy based on best practice/ national guidance? If so whose?  
Does the policy reflect performance Indications, reviews etc.  
How does your document measure up?

The work is in line with Valuing People Now DoH and Raising Our Sights (Mansell 3). It is additionally in line with the national views of Mencap.

7. What information from patients/ Service users/ carers/ The public/ Complaints / PALS/ PPI work is available?  
What is it telling you?

Person Centred Plans  
Communication Plans  
Criteria for non instructed advocacy  
Report from advocacy organisation  
IMCA representation  
Family Carer meetings

## 8. Other information both positive and negative

The work has and will continue to involve family carers and other parties to explore the options available to the 7 individuals. The solutions will be developed around each individual and will be explored by an advocate to ensure we have worked to the best interest of the individuals.

9. Having completed your initial screening have you found the potential for

- a) Unlawful discrimination?
- b) Certain groups/ individuals to be disadvantaged?
- c) Relations between different communities to be damaged?

Please tick A, B or C.

NO

A. ☒

There is no need to assess further. This EIA should be recorded with the Equality and Diversity Lead and should be reviewed again in 3 years or prior to that, should the document be amended or reviewed.

Perhaps/  
To some extent

B. ☐

Carry out a partial Impact Assessment – this is a good way to reassure yourself and the organisation that you have considered all aspects of your policy where you've had some concerns.

YES

C. ☐

Carry out a full Impact Assessment, This will involve you completing both the partial and full impact assessment stages

On What grounds?

- Age ☐
- Disability ☐
- Gender ☐
- Gender identity ☐
- Human rights ☐
- Race/ ethnicity ☐
- Religion/ belief ☐
- Sexual orientation ☐

### **Partial Impact Assessment**

This part of the assessment is concerned with quantitative information

10. Use the text box to provide some more detail on your concerns:

Some useful prompts might be:

*Are there trigger points?*

*Is language objective, could it be misinterpreted?*

*What might be the negative impact on community relations?*

*How could people be potentially be disproportionately disadvantaged?*

*More information is contained in the EIA toolkit*

11. Do you have relevant statistical information in relation to your concerns for discrimination in the policy? What are patterns and trends telling you? If using your own statistics is an adverse effect already being seen?

12. Are there other contributory factors to the potential for discrimination e.g. legislation/ budgets

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13. Taking everything into account please assess the risks associated with this policy in terms of equality and diversity, weighed against the benefits, and how you intend to monitor these risks.

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14. What if any improvements will be made to the policy?

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You may need to consult on any changes you want to make to the policy and build into business plan

**Full Impact Assessment:**

If you have decided that your policy, strategy procedural document shows clear potential for discrimination you should use this section to prompt your thinking about how that document could be changed, based on information provided by those you think may be discriminated against and to record your actions.

This part of the assessment is concerned with qualitative information where there is a concern that a policy may adversely affect persons or groups on the grounds of one of the six strands of diversity: Race/ ethnicity, gender, disability, religion/ belief, age, gender.

15. Did you feel that you had enough local and/ or service specific information?      **YES** ☐      **NO** ☐

16. **If no** what information did you need and how did you collect it?

Who did you consult with?

- Voluntary/ Community Groups ☐
- Patient, Service users, Carers, Visitors, Customer, the General Public ☐
- Staff, Trade Unions ☐
- Other statutory Agencies ☐

**It is not enough to just speak to other health/ social care professionals**

Record your consultation briefly here:

**You should use the Involvement Toolkit and Action Planner to plan out your consultation and ensure that you tell those who contribute to the process how their involvement has informed your decision making process.**

17. What did consultation tell you?

18. What changes have been made to the policy?  
If you haven't made changes please record why not.

19. How do you intend to monitor this?

**It is important that you record your completed form with the Equality & Diversity Lead who will upload it to the FOI site – [joanne.hooper@nhs.net](mailto:joanne.hooper@nhs.net)**