

Equality Impact Assessment Report Outline

Remember that your EIA report should demonstrate what you do (or will do) to make sure that your service/policy is accessible to different people and communities, not just that it can, in theory, be used by anyone.

1. **Left Hemicolectomy patient information leaflet
Right Hemicolectomy patient information leaflet**
2. **Harriet Wright**
3. **14th September 2009**
4. **Patient information leaflet on surgery and recovery**
5. **Devised via MDT and Cancer Network**
6. **Devised via MDT and Cancer Network**
7. **Results of Initial Screening or Full Equality Impact Assessment:**

Equality Group	Assessment of Impact
Age	N/A
Gender	N/A
Race	Low negative impact
Sexual Orientation	N/A
Religion or belief	N/A
Disability	Low negative impact
Deprivation	N/A
Dignity and Human Rights	N/A

8. **Exceptionally low negative impact, no request to date for alternative language leaflet. This leaflet acts as a supplement (so not essential) to the verbal explanation of this surgical procedure given at the time of the outpatient appointment.
Due to the nature of the procedure each decision / recommendation must be assessed on an individual basis.**
9. **Yes**
10. **September 2012 unless earlier major changes to the leaflet**

Screening Grid

Equality Area	Key Equalities Legislation / Policy (See summary sheet)	Is this policy or service RELEVANT to this equality area? YES / NO	Assessment of Potential Impact:		Reasons for Assessment
			positive (+)	negative (-)	
Gender	Sex Discrimination Act 1975 Equal Pay Act 1970 Equalities Act 2006 Gender Recognition Act 2004	N/A			
Race	Race Relations Act 1976 Race Relations (Amendment) Act 2000	Yes		Low Impact	The leaflet has to be read and understood by all patients
Disability	Disability Discrimination Act 1995 and 2005	Yes		Low Impact	The leaflet has to be read and understood by all patients
Age	Age Regulations 2006	N/A			
Sexual orientation	Equalities Act 2006 Relevant employment legislation	N/A			
Religion and beliefs	Equalities Act 2006 Relevant employment Legislation	N/A			
Dignity and Human Rights	Human Rights Act 1998 (relevant articles)	N/A			

Full Impact Assessment Grid

Note: Only the equality areas marked as relevant in the screening need to be fully impact assessed

Relevant Equality Area (from Screening)	Key points of research and consultation	Does the policy / service or its implementation:			Key issues for action [Will form basis of action plan]
		Breach equalities legislation?	Prevent discrimination or inequality?	Promote equality / Good relations?	
Race	There will be the means to translate the document into other languages	Yes at present			The Trust is currently identifying a service provider for the translation of trust wide documentation
Disability	There will be the means to translate the document into Braille	Yes at present			The Trust is currently identifying a service provider for the translation of trust wide documentation

Action Plan Template

Name of Policy or Service:							
Equality groups or communities affected	Issue identified	Action to be taken	By When	Responsible Person	Expected Outcome	Monitoring Arrangements	Data Required
Different racial groups, the visually impaired and dyslexic staff	At present the document cannot be translated into other languages	Identify a provider who can undertake this service		HR	To have the ability to translate documents as and when required	Annually monitor policy	The policy document
		Leaflet to be printed in larger font	As and when required	Specialist Nurse	Information understood by patient		