

EIA Template 2023

NHSBT Equality Impact Assessment Form

(click [here](#) for guidance)

Title of: service, policy, procedure, or strategy	
Date	
Directorate	
Director	
Team members	

(Click [here](#) for guidance)

Step 1 Screening

Is there a relevance to Equality Diversity & Inclusion? (e.g. access, discrimination, exclusion)

Please provide detail

If no, you do not need to complete the full assessment
If yes, proceed to a full assessment (detailed assessment/consultation with diverse staff networks/staffside/external communities/service users).

Is this a new service/policy/procedure or strategy?

New (consult to inform analysis)

Existing (review/update analysis)

If existing/review please provide details

Date of previous review/assessment:

Lead contact:

Key findings from previous EIA;

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A. Scope – Define the service area (<i>click here for guidance</i>)	
B. What is the main purpose of this Service/Policy/Procedure/Strategy? (<i>click here for guidance</i>)	
1	
2	
3	
4	

STEP 2 – Full Assessment

In relation to Equality Diversity Inclusion, What do we already know, how do we know this? (*click [here](#) for guidance*)

<ul style="list-style-type: none"> • Available research and data • Details / results of consultation carried out. Who, When, How, feedback from consultation? • Previous Equality Impact Assessment results • Anecdotal and other evidence • Is this service included in the risks register due to Equality risks?

STEP 3 – Findings ([click here for guidance](#))

Diversity areas	<ul style="list-style-type: none"> • Evidence of adverse / differential impact on specific groups? • Have any unmet needs been identified? • Has any direct/indirect discrimination been identified? • Any evidence of non-compliance with legislation?
Race	
Gender	
Disability	
Age	
Sexual Orientation	
Religious Belief	
Gender Re-assignment?	
Marriage and Civil Partnership	
Pregnancy and Maternity	
Based on the steps required to be taken due to an adverse impact please consider whether you need any Equality risks to be included/reviewed/deleted in the risks register.	

STEP 4 – What do we need to do? ([click here for guidance](#))

<p>The findings from steps 1 to 3 should inform actions to be recorded below, included in NHSBT strategy and directorate plans. Examples of actions might include:</p> <ul style="list-style-type: none"> • Gaps in available data • Take immediate action • Need to include future procurements (new contracts and at renegotiation) • Need to include in the risks register? • Need to take this Equality Impact Assessment to consult with Staff Networks 					
Plan outcome	Actions	Due date	Assigned to	Managed by	Associated KPIs

This Equality Impact Assessment will be reviewed by the following.

1. Diversity & Inclusion Team
2. STC Policy Subgroup
3. Execs/People Committee, Board

EIAs will be published on the NHSBT website as required by the Equality Act 2010 Public Sector Equality Duties (PSED):

[Link intranet page](#)

Signed by Director – the person responsible for the policy / service or process:

..... **Date**

Please print name in full:

Once completed please send a copy to the mailbox: equality.impact@nhsbt.nhs.uk

Please ensure that published 'Equality Impact Assessments' have the relevant accompanying documentation attached to them. i.e. policy / strategy / plans / procedures / systems or previous EIA assessment.

The Equality Impact Assessment must be presented at any decision-making process.