

## Equality Analysis

Legislation requires that our policy documents consider the potential to affect groups differently and eliminate or minimise this where possible. This process helps to address inequalities by identifying steps that can be taken to ensure equal access, experience and outcomes for all groups of people.

### Step One – Policy Definition

<b>Function/policy name and number:</b>	Chaplaincy Policy 2.0
<b>Main aims and intended outcomes of the function/policy:</b>	To provide guidance to all Trust staff regarding the role of the Chaplaincy Department and the extent of the services offered to support the diverse needs of Trust patients, families, staff and our volunteers
<b>How will the function/policy be put into practice?</b>	
<b>Who will be affected/benefit from the policy?</b>	Staff and patients
<b>State type of document</b>	Policy - revised
<b>Is an EA required?</b> NB :Most policies/functions will require an EA with few exceptions such as routine procedures-see guidance attached	Yes
<b>Accountable Director: (Job Title)</b>	Chief Nurse
<b>Assessment Carried out by:</b>	Lead chaplain
<b>Date Completed:</b>	24.04.24

To help you to determine the impact of the policy think about how it relates to the Public Sector Equality Duty, the key questions as listed below the and prompts for each protected characteristic included Step 3:

- Eliminate unlawful discrimination, victimisation, and harassment
- Advancing equality of opportunity
- Fostering good community relations

#### KEY QUESTIONS

- Are people with protected characteristics likely to be affected differently even though the policy is the same for everyone?
- Could there be issues around access, differences in how a policy is experienced and whether outcomes vary across groups?

- What information /data or experience can you draw on to indicate either positive or negative impact on different groups of people in relation to implementing this function policy?

## Step Two – Evidence & Engagement

<p>What evidence have you identified and considered? This can include research ((national, regional ,local) surveys, reports, NICE guidelines, focus groups, pilot activity evaluations, clinical experts or working groups, information about Dudley’s demographics, The Dudley Group equality and diversity reports, Joint Strategic Needs Assessment (JSNA) or other equality analyses, Workforce Race and Disability Equality data, anecdotal evidence.</p>		
<b><u>Research/Publications</u></b>	<b><u>Working Groups</u></b>	<b><u>Clinical Experts</u></b>
NHS Chaplaincy Guidelines (National publication, August 2023)	Patient Experience Group (DGFT)	UK Board of Healthcare Chaplains
<p>Engagement, Involvement and Consultation:</p> <p>If relevant, please state what engagement activity has been undertaken and the date and with which protected groups:</p>		
<b><u>Engagement Activity</u></b>	<b><u>Protected Characteristic/ Group/ Community</u></b>	<b><u>Date</u></b>
Patient experience group including staff networks review of proposed policy	All	07.04.24
Equalities midwife review of proposed policy	Pregnancy, maternity, disability, race, sex	13.04.24
Facilities and Mitie review of proposed policy	All	11.04.24
Safeguarding review of proposed policy	Age & dignity	08.04.24
Mortuary review of proposed policy	Dignity	06.04.24
Equality team review of proposed policy	All	April 2024

For each engagement activity, please state the key feedback you have received and then use this in step 3. List a summary of the Feedback in the 'list of feedback received' column, then add your mitigation and then your action to address.

**Summary of the feedback:**

**Revised policy to incorporate feedback regarding:**

- Use of “mother” and “woman” when referring to pregnancy
- Use of gendered language when talking about prayer spaces
- Accessibility information for Prayer Centre (with reference to disabilities and language)
- Explicit reference to confidentiality following safeguarding feedback
- Confirmation of legal requirements around Human Tissues Act

## Step Three – Assessment of Impact

Complete **relevant** boxes below to help you record your assessment

Consider information and evidence from previous section covering:

- Engagement activities
- Equalities monitoring data
- Wider research

**Also think about due regard under the general equality duty, NHS Constitution and Human Rights.**

Positive Impact <b>HIGH</b> <b>MEDIUM</b> <b>LOW</b>	Negative Impact <b>HIGH</b> <b>MEDIUM</b> <b>LOW</b>	Neutral Impact (Tick)	<ul style="list-style-type: none"> <li>• List concerns raised for possible negative impact</li> <li>OR</li> <li>• List beneficial impact</li> </ul> (utilise information gathered during assessment)	Mitigation  List actions to redress concerns raised if a negative impact has been identified in previous column	Lead [title]	Time-scale	How are actions going to be monitored/reviewed/ reported? (incl. after implementation)
Positive OR Negative Impact (not both)							
<b>1) Age</b> Describe age related impact and evidence. This can include safeguarding, consent and welfare issues:							
		X					
<b>2) Disability</b> Describe disability related impact and evidence. This can include attitudinal, physical, communication and social barriers as well as mental health/ learning disabilities, cognitive impairments:							
	Medium		Accessibility of Prayer centre Accessibility of resources	Mostly disability accessible. Available in different formats	MP	complete	Update as and when more option become available
<b>3) Gender re-assignment</b> Describe any impact and evidence on transgender people. This can include issues such as privacy of data and harassment:							

	Medium		Using inclusive language as far as legally possible when completing paperwork for baby bereavement	Some legal issues means we have to use the term “mother” irrespective of gender identification	MP	complete	Make relevant changes as dictated by changes in law
<b>4) Marriage and civil partnership</b> Describe any impact and evidence in relation to marriage and civil partnership. This can include working arrangements, part-time working, and caring responsibilities:							
	Low		Using inclusive language as far as legally possible when completing paperwork for baby bereavement	Removed references to “husband” and use “partner	MP	complete	
<b>5) Pregnancy &amp; Maternity</b> Describe any impact and evidence on pregnancy and maternity. This can include working arrangements, part-time working, and caring responsibilities:							
		x					
<b>6) Race</b> Describe race related impact and evidence. This can include information on different ethnic groups, Roma gypsies, Irish travellers, nationalities, cultures, and language barriers:							
	High		Produce resources in multiple languages	Limits on the chaplains we have available who speak multiple languages	MP	Ongoing	Utilise contacts in local area as and when required
<b>7) Religion or Belief</b> Describe any religion, belief or no belief impact and evidence. This can include dietary needs, consent and end of life issues:							
	medium		Produce resources in for many faiths Diverse team	Do not have access to a chaplain of every single faith tradition	MP	Ongoing	Utilise contacts in local area as and when required
<b>8) Sex</b> Describe any impact and evidence on men and women. This could include access to services and employment:							
		x					
<b>9) Sexual Orientation</b> Describe any impact and evidence on heterosexual people as well as lesbian, gay and bisexual people. This could include access to services and employment, attitudinal and social barriers:							

		<b>x</b>					
<b>10)Other marginalised groups e.g. Homeless people</b> Describe any impact and evidence on groups experiencing disadvantage and barriers to access and outcomes. This can include lower socio-economic status, resident status (migrants, asylum seekers), homeless, looked after children, single parent households, victims of domestic abuse, victims of drugs / alcohol abuse: (This list is not exhaustive)							
		<b>x</b>					
<b>11)Privacy, dignity, respect, fairness etc.</b>							
		<b>x</b>					

# **EQUALITY ANALYSIS - GUIDANCE NOTES**

Equality Analysis is a tool for ensuring that issues for equality, diversity and inclusion are considered when drawing up or revising policies or proposals which affect the delivery of services and the employment practice of the Trust.

## **Why do carry out Equality Analysis?**

We are required to carry out equality impact assessments because:

- There is a legal requirement to do so in relation to the protected characteristics
- They are helpful in identifying gaps and make improvements to services
- They help avoid continuing or adopting harmful policies or procedures
- They help you to make better decisions
- They will help you to identify how you can make your services more accessible and appropriate
- They enable the Trust to become a better employer

## **Equality Impact Assessments help us to:**

- Determine how Trust policies and practice, or new proposals, will impact or affect different communities groups, especially those groups or communities who experience inequality, discrimination, social exclusion or disadvantage.
- Measure whether policies or proposals will have a negative, neutral, or positive effect on different communities.
- Make decisions about current and future services and practice in fuller knowledge and understanding of the possible outcomes for different communities or customer groups.

## **What do we need to assess?**

Trust policies are subject to a 3-year review. Alongside the reviews new policies will emerge. Most policies, strategies, and business plan will need an EA.

However, EAs are not required in relation changes in routine procedures, administrative processes or initiative that will not have a material impact on staff, patients, carers and the wider community. Examples include things such as checking the temperature of fridges, highly technical clinical procedures, office moves etc.

## **DGFT Process for EIAs**

The revised EIA process is a single stage process carried out in three steps

### **Step One: Policy Definition**

This involves a description of the policy details. This also decides whether the policy under consideration needs an assessment

## **Step Two: Evidence and Engagement**

EAs should be underpinned by sound data and information. This should be sought from a variety of sources including information on Trust record systems, consultation and engagement activities, demographic information sources etc

## **Step Three: Assessment of Impact**

This is the main and the most important part of the EIA.

To help you to determine the impact of the policy think about how it relates to the Public Sector Equality Duty, the key questions as listed below and prompts for each protected characteristic.

- Eliminate unlawful discrimination, victimisation, and harassment
- Advancing equality of opportunity
- Fostering good community relations

### **KEY QUESTIONS**

- What information /data or experience can you draw on to indicate either positive or negative impact on different groups of people in relation to implementing this function policy
- Are people with protected characteristics likely to be affected differently even though the policy is the same for everyone?
- Could there be issues around access, differences in how a service or policy is experienced and produces outcomes that vary across different groups
- Does the policy relate to the Trust's equality objectives?

NB It is important that, where adverse impact is known or is likely, mitigation measures must identified and acted upon to reduce or minimise the impact.

## **Step Four: Assurance**

This section enables the EA to be signed off