

## APPENDIX TWO – EQUALITY IMPACT ASSESSMENT

Please refer to the EIA Overview & Navigation Guidelines located in Y:\HULLCCG\Corporate Templates and Forms\Equality and Diversity Information before completing your EIA)

| HR / Corporate Policy Equality Impact Analysis:                                                                           |                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy / Project / Function:</b>                                                                                       | Secondment Policy                                                                                                                                                                                                                                        |
| <b>Date of Analysis:</b>                                                                                                  | August 2018 (reviewed)                                                                                                                                                                                                                                   |
| <b>Completed by:<br/>(Name and Department)</b>                                                                            | eMBED HR Team                                                                                                                                                                                                                                            |
| <b>What are the aims and intended effects of this policy, project or function?</b>                                        | <p>The purpose of this policy is to provide a framework for managing internal and external secondments.</p> <p>This policy will ensure that Secondment requests will be considered in line with business needs and decisions are made on this basis.</p> |
| <b>Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?</b> | No                                                                                                                                                                                                                                                       |
| <b>Please list any other policies that are related to or referred to as part of this analysis</b>                         | <ul style="list-style-type: none"> <li>• NHS Agenda for Change Terms and Conditions of Employment</li> <li>• Recruitment and Selection policy</li> <li>• Grievance Procedure</li> <li>• Disciplinary Procedure</li> </ul>                                |
| <b>Who will the policy, project or function affect?</b>                                                                   | <ul style="list-style-type: none"> <li>• General public</li> <li>• Service Users</li> <li>• Employees</li> </ul>                                                                                                                                         |
| <b>What engagement / consultation has been</b>                                                                            |                                                                                                                                                                                                                                                          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>done, or is planned for this policy and the equality impact assessment?</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Social Joint Trade Union Partnership Forum/Policy Development Group</li> <li>• SRCCG staff via team meetings/team brief/internet</li> </ul> |
| <p><b>Promoting Inclusivity and Hull CCG's Equality Objectives.</b></p> <p>How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation?</p> <p>How does the policy promote our equality objectives:</p> <ol style="list-style-type: none"> <li>1. Ensure patients and public have improved access to information and minimise communications barriers</li> <li>2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job</li> <li>3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve</li> <li>4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs</li> </ol> | <p>This Policy does not directly promote inclusivity, but provides a framework for all staff to take up secondment opportunities.</p>                                                |

| Equality Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Is any Equality Data available relating to the use or implementation of this policy, project or function?</b></p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ul style="list-style-type: none"> <li>1: Recruitment data, e.g. applications compared to the population profile, application success rates</li> <li>2: Complaints by groups who share / represent protected characteristics</li> <li>4: Grievances or decisions upheld and dismissed by protected characteristic group</li> <li>5: Insight gained through engagement</li> </ul> | <p>Yes <input checked="" type="checkbox"/></p> <p>Workforce profile data from ESR</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p><b>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</b></p> |

## Assessing Impact

**Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?  
(Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)**

| Protected Characteristic:                                                                                                                                                                                                                                                                                                                                                                                               | No Impact: | Positive Impact: | Negative Impact: | Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> <sup>1</sup> exists (see footnote below – seek further advice in this case)                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>It is anticipated that these guidelines will have a positive impact as they support policy writers to complete meaningful EIAs, by providing this template and a range of potential issues to consider across the protected characteristics below. There may of course be other issues relevant to your policy, not listed below, and some of the issues listed below may not be relevant to your policy.</b></p> |            |                  |                  |                                                                                                                                                                                                                                                                                                                                                   |
| Gender                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓          |                  |                  |                                                                                                                                                                                                                                                                                                                                                   |
| Age                                                                                                                                                                                                                                                                                                                                                                                                                     | ✓          |                  |                  |                                                                                                                                                                                                                                                                                                                                                   |
| Race / ethnicity / nationality                                                                                                                                                                                                                                                                                                                                                                                          | ✓          |                  |                  |                                                                                                                                                                                                                                                                                                                                                   |
| Disability                                                                                                                                                                                                                                                                                                                                                                                                              |            |                  | ✓                | <p>The policy does not specifically mention disabled staff. Where a seconded employee with a disability returns to the CCG, they will return to a 'broadly similar function'. It is important that HR and Occupational Health advice is taken to follow the requirements of the Equality Act and ensure secure management of individuals with</p> |

1. <sup>1</sup> The action is proportionate to the legitimate aims of the organisation (please seek further advice)

|                                          |   |  |  |                                                                                                                                                                  |
|------------------------------------------|---|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |   |  |  | disabilities (see action plan). The CCG recognises in producing policies it should take account of circumstances where staff with disabilities may be appointed. |
| <b>Religion or Belief</b>                | ✓ |  |  |                                                                                                                                                                  |
| <b>Sexual Orientation</b>                | ✓ |  |  |                                                                                                                                                                  |
| <b>Pregnancy and Maternity</b>           | ✓ |  |  |                                                                                                                                                                  |
| <b>Transgender / Gender reassignment</b> | ✓ |  |  |                                                                                                                                                                  |
| <b>Marriage or civil partnership</b>     | ✓ |  |  |                                                                                                                                                                  |

### Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?

| Identified Risk:                                                                                                | Recommended Actions:                              | Responsible Lead:    | Completion Date: | Review Date: |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------|------------------|--------------|
| Employees with disabilities may return to a 'broadly similar function' which may require reasonable adjustments | HR and Occupational Health advice should be taken | Line Manager/HR Lead | As this arises   | Ongoing      |

**Sign-off**

All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs

I agree with this assessment / action plan

If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:



Signed:

Date: 21.09.18