

For more information about the equality impact assessment process in commissioning, please see the EQIA Guidance located in **Y:HULLCCG\Corporate Templates and Forms\Equality and Diversity Information before completing your EQIA.**

Population demographic and health needs information resources can be found on the CCG website, here: <https://www.hullccg.nhs.uk/health-information-and-resources-3/>

## Equality Impact Assessment (EQIA) - Service Specification

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| <b>1. Please briefly describe the service</b>                                                                                                                                                                                                    | Occupational Health Service – Hull CCG Lead commissioner on behalf of Hull CCG, East Riding of Yorkshire CCG and North Lincolnshire CCG.                                                                                                                                                                           |
| <b>2. Name &amp; roles of person / people completing the EIA:</b>                                                                                                                                                                                | Emma Kirkwood, HR Business Partner                                                                                                                                                                                                                                                                                 |
| <b>3. Date of assessment:</b>                                                                                                                                                                                                                    | 16/1/2020                                                                                                                                                                                                                                                                                                          |
| <b>4. Who will be affected by this service / who will be the key beneficiaries?</b>                                                                                                                                                              | CCG employees                                                                                                                                                                                                                                                                                                      |
| <b>5. What data sources</b> do you have about the population, disaggregated by protected characteristic that is relevant to this service specification? (e.g. research, clinical insight, monitoring data, complaints, engagement feedback etc.) | Employee data from ESR.                                                                                                                                                                                                                                                                                            |
| <b>6. Needs and issues:</b> What does this data tell you about the needs or issues affecting people from different protected characteristic groups, relevant to this service?                                                                    |                                                                                                                                                                                                                                                                                                                    |
| <b>General issues</b>                                                                                                                                                                                                                            | The Occupational Health Service will provide advice to employees and managers based on their medical / clinical expertise irrespective of any protected characteristic.<br>The contractual obligations will mandate that the requirements to comply with equalities and diversity legislation.                     |
| <b>Race</b>                                                                                                                                                                                                                                      | <u>Neutral impact.</u><br>The service does not discriminate on grounds of race. There is a fair and open referral process for all service users. Race is not gathered as part of the Assessment/referral process.<br><br>Language needs: no language issues identified for staff as English language competency is |

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|                            | an essential criteria of the national NHS recruitment process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Disability</b>          | <p><u>Positive impact.</u><br/>The medical and clinical advice will allow the CCG to consider reasonable adjustments to facilitate those with a disability to successfully work at the CCG.</p> <p>The service will provide clinical and medical advice to ensure that the requirements of those with disabilities are considered both at pre-appointment and during the course of employment and make recommendations for reasonable adjustments to be considered to ensure there is no additional risks or discrimination to those with disabilities within the workplace. The staff providing the service are bound by the same confidentiality requirements as the CCG staff. Refer to NHS Hull CCGs Data Protection &amp; Confidentiality Policy.</p> <p>The service will also advise and support staff regarding stress in the workplace and provide a positive impact of employees who may suffer from mental health conditions. The service will advise line managers on how to support staff who are experiencing mental health issues, and not to create an environment which may cause staff to experience mental health problems.</p> |
| <b>Gender / Sex</b>        | <p><u>Neutral impact</u><br/>The service does not discriminate on grounds of gender / sex. There is a fair and open referral process for all service users. Gender / sex is not gathered as part of the Assessment/referral process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Gender reassignment</b> | <p><u>Neutral impact.</u><br/>The service does not discriminate on grounds of gender reassignment. There is a fair and open referral process for all service users. Gender reassignment is not gathered as part of the Assessment/referral process. The Occupational Health service will be provided to all staff including those transitioning (undergoing gender reassignment) in respect to their health requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Sexual orientation</b>  | <p><u>Neutral impact.</u><br/>The service does not discriminate on grounds of sexual orientation. There is a fair and open referral process for all service users. Sexual orientation is not gathered as part of the Assessment/referral process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Religion or belief</b>  | <p><u>Neutral impact.</u><br/>The service does not discriminate on grounds of religion or belief. There is a fair and open referral process for all service users. Religion or belief is not gathered as part of the Assessment/referral process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Age</b>                 | <p><u>Neutral impact.</u><br/>The service does not discriminate on grounds of age. There is a fair and open referral process for all service users. Age is not gathered as part of the Assessment/referral process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b>Pregnancy and maternity</b>                                                                                                                                                         | <p><u>Neutral impact</u><br/>The service does not discriminate on grounds of pregnancy and maternity. There is a fair and open referral process for all service users. Pregnancy and maternity is not gathered as part of the Assessment/referral process.</p> <p>Reasonable adjustments should be put in place for pregnant or breastfeeding staff and occupational health may be required to make such recommendations.</p> |
| <b>Marriage or civil partnership</b>                                                                                                                                                   | <p><u>Neutral impact.</u></p> <p>The service does not discriminate on grounds of marriage or civil partnership. There is a fair and open referral process for all service users. Marriage or civil partnership status is not gathered as part of the Assessment/referral process</p>                                                                                                                                          |
| <b>Any other relevant groups</b> (e.g. carers, veterans, asylum seekers and refugees, socio-economic disadvantage)                                                                     | <p>The Occupational Health Service will provide advice to employees and managers based on their medical / clinical expertise irrespective of any protected characteristic.</p>                                                                                                                                                                                                                                                |
| <b>7. How has engagement informed your service specification?</b>                                                                                                                      | <p>Engaged with CCG Quality and Lead Nurse, Infection and prevention Leads, Health and Safety and HR Colleagues.</p>                                                                                                                                                                                                                                                                                                          |
| <b>8. How has engagement reached out to groups representing a diverse range of protected characteristics?</b>                                                                          | <p>In terms of further engagement we will be surveying the managers / individuals who have used the service and also those who have not to get views on the service. This feedback will be fed into the contract management / review meetings</p>                                                                                                                                                                             |
| <b>9. What has been put in place to ensure the accessibility and acceptability of the service design?</b>                                                                              | <p>The provider is required to provide the service at an appropriate and accessible location.</p>                                                                                                                                                                                                                                                                                                                             |
| <b>10. How does service design reflect the insight gained through engagement (of different population groups)?</b>                                                                     | <p>NA</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>11. Has your equality analysis identified any specific outcomes that need to be incorporated into the service specification (beyond what is required in the standard contract)?</b> | <p>No</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>12. How will you feedback to the groups you have engaged about service design?</b>                                                                                                  | <p>Ongoing discussion and sign off of the specification.</p>                                                                                                                                                                                                                                                                                                                                                                  |

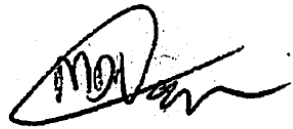
## Follow up actions

| Action required                                                                                                                                                                                                        | By whom? | By when?                      |
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| Establish the engagement survey for managers / individuals who have used the service and also those who have not to get views on the service. This feedback will be fed into the contract management / review meetings | HR Team  | Upon commencement of contract |
|                                                                                                                                                                                                                        |          |                               |

## Signoff

EIAs to be sent to the Equality and Diversity (E&D) Inbox at [hullccg.equalityanddiversity@nhs.net](mailto:hullccg.equalityanddiversity@nhs.net) at least 10 days before the document deadline date (Please do this as early as possible).

Following review your EQIA will be returned with any comments included, please action these and return the updated fully formatted document to the E&D Inbox for sign off.

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| <b>Signed off by:</b><br><br><b>Name &amp; Role</b> | Mike Napier<br><br>Associate Director of Corporate Affairs<br><br> | <b>Date:</b> | 14.04.20 |
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