

Worcestershire Health & Care NHS Trust (WHCT) has a responsibility under the **Equality Duty** to: (1) eliminate discrimination; (2) advance equality of opportunity and (3) foster good relations with regarding to age; disability, gender reassignment, pregnancy & maternity; race; religion or belief; sex; sexual orientation or marriage and civil partnership, the **9 protected characteristics** defined by **The Equality Act 2010** (See Appendix 1).

Equality Analysis is a way of identifying any potential or actual impact (Positive, Neutral or Negative) that our policies/functions (functions include; Services; Projects; Strategy; Processes; Systems; Practices; Procedures; Protocols; Guidelines; Care Pathways etc..) and their implementation may have on differing groups of people. An **Equality Analysis must be undertaken for all new and existing policies and functions** to ensure a fair service for all.

The purpose of the Equality Analysis is to:

- make us focus on the needs, experiences and circumstances of everyone who will be affected by the decisions the Trust makes
- direct us to seek alternative ways of achieving our aims and avoiding inequality
- enhance our credibility with our service users to have greater confidence in our performance
- improve our policy making procedures and services
- make use more accountable in the relationships

When completing the Equality Analysis you are encouraged to consider the impact the policy/function may have on the protected characteristics and persons/groups who do not share these characteristics but could experience inequality e.g. carers, the homeless or travelling communities and **record the evidence** to demonstrate the consideration given.

**Positive** has a **positive impact** on one or more of the protected characteristics, **improves or promotes** equality

**Neutral** has **similar** or **no** impact on the protected characteristics

**Negative** **disadvantages** or has an **adverse impact** on one or more of the protected characteristics

Where the policy/function involves patients/carers/staff/partners/stakeholders etc..., please include them in the Equality Analysis to demonstrate openness, transparency and inclusion and particularly by those who this policy/function is most likely to have impact. The Analysis is to be conducted by three assessors who determine the level of impact the policy/function has as follows:

**Low** The policy/function **has limited relevance** to the Equality Duty

**Medium** There is some concern or evidence available that different groups may be affected differently. The policy/function **may be relevant** to parts or all of the Equality Duty

**High** There is evidence/concern to suggest different groups are affected differently. The policy/function **is relevant** to the Equality Duty.

If the relevance is **Low** or **Medium** and the assessors are able to justify and demonstrate their reasons, these should be recorded on the primary Equality Analysis. If the relevance is **High**, where there is potential or actual discrimination it will be necessary to complete an advanced Equality Analysis, please contact the Equality and Inclusion Practitioner for advice and a copy of the advanced Equality Analysis

A copy of the completed Equality Analysis is to be retained with the policy/function and a copy sent to the Equality & Inclusion Practitioner. The completed Equality Analysis will be presented to the Equality, Diversity and Inclusion Group for further scrutiny.

Legal compliance requires public sector organisations to maintain a database of all Equality Analysis and publish them annually. Examples of completed assessments will be available on the Trust's internet and intranet website and making them accessible to the public.

Appendix I - 9 protected characteristics

<b>Age</b>	Specific ages and age groups? A universal policy may still disadvantage a particular age group.
<b>Disability</b>	A physical, mental impairment or learning difficulty which has substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. Not all disabilities are visible/apparent. Consideration should be given to: <ul style="list-style-type: none"> <li>• Accessibility - venue, location, signage</li> <li>• Awareness training for staff delivering the service</li> <li>• Involving service users</li> <li>• Hearing Loops/Interpreter/British Sign Language</li> <li>• Referral System/partnership working</li> <li>• Plain English.</li> </ul>
<b>Gender Reassignment / Transgender</b>	The process of transitioning from one gender to another. This includes people who have expressed a desire to change gender, live as another gender or dress as another gender. Considerations include, staff training, communication skill that result in a non-judgemental support and confidentiality.
<b>Pregnancy &amp; Maternity</b>	Pregnancy is the condition of expecting a baby, maternity refers to the period after the birth. Considerations include, access to private area for breastfeeding mothers, flexible hours.
<b>Race</b>	A group of people defined by their race, colour, nationality (including citizenship) ethnic or national origins. Considerations include, identifying the demographic population that uses your service or affected by your project, eg: <ul style="list-style-type: none"> <li>• What language/s do these communities speak?</li> <li>• What support for accessing the service/project can you offer?</li> <li>• Cultural issues - mixed gender activities, hygiene, clothing, physical activities.</li> <li>• How will you make your service/project accessible for the diverse local population?</li> <li>• Staff Training on issues relating to the BME community.</li> </ul>
<b>Religion or Belief</b>	Belief includes religious and philosophical beliefs including lack of belief (eg Atheism). Generally a belief should affect life choices or the way a person lives for it to be included in the definition. Considerations include identifying the demographic population eg: <ul style="list-style-type: none"> <li>• prayer times, meal times, food, religious holidays e.g. Ramadan, flexibility.</li> <li>• Training of staff</li> <li>• Respecting differences</li> <li>• Religious beliefs e.g. blood transfusions.</li> </ul>
<b>Sex</b>	A Man or a Woman. Consider the impact on males and females, for example, same sex accommodation, same sex groups/activities, timing of services/projects and location to improve access.
<b>Sexual Orientation</b>	Whether a person's sexual attraction is towards their own sex (lesbian/gay), the opposite sex (heterosexual/straight) or to both (bisexual). Do not assume that someone is heterosexual/straight. Considerations include staff training, eliminate prejudices and respect rights.
<b>Marriage &amp; Civil Partnership</b>	Marriage is defined as a 'union between and man and woman'. Same-sex couples can have their relationship legally recognised as 'civil partnerships'. Civil partners must be treated the same way as married couples on a wide range of legal matters.

Title of Policy/Function (Function Includes: Services; Projects; Strategy; Processes; Systems; Practices; Procedures; Protocols; Guidelines; Care Pathways etc..)	New	Existing/Revised
Volunteering Policy		Existing
<b>Short description of Policy/Function (aims and objectives, is the policy/function aimed at a particular group if so what is the intended benefit):</b>		
To establish a framework for the involvement of volunteers in Worcestershire Health and Care NHS Trust giving clear understanding not only to the volunteers themselves but also staff, patients, service users, carers and indeed anyone who has involvement or interest in volunteering.		

Name of Lead/Author(s)	Job Title	Contact details
Jane Thomas	Head of Community Engagement & Patient Involvement	01905 733827
Kate Richards	Volunteer Administrator	01527 488067

When the policy/function involves patients/staff/partners/stakeholders etc please where possible include them in the Equality Analysis to demonstrate openness, transparency and inclusion and particularly by those who this policy/function is most likely to have impact.

<b>Does this Policy/Function have any potential or actual impact that is positive(+), neutral (N) or negative (-) impact on the following protected characteristics please indicate:</b>			
	+	N	- Please provide a rational/justification for <u>each</u> of the following regardless of impact
Age		✓	Parental consent required for volunteers under 18 years of age, otherwise no upper age restriction.
Disability		✓	Reasonable adjustments will be made to the working environment. Equal opportunity data is collected routinely.
Gender Reassignment		✓	There is no reason why a person undergoing gender reassignment would be treated unfairly. Equal opportunity data is now collected.
Pregnancy & Maternity		✓	There is no reason why a person in this group will be treated unfairly. Equal opportunity data is now collected.
Race		✓	No evidence that there is a negative impact. Data is captured and there is no reason why a person in this group will be treated unfairly.
Religion & Belief		✓	Sensitivity around asking volunteers to work on religious days of observation supported by the Trust or indeed if time is required for prayer or reflection.
Sex		✓	No negative impact on sex. However, where there are areas in the organisation where 'decency and privacy' in relation to sex are required, the appropriate person will be assigned.
Sexual orientation		✓	Equal opportunity data is routinely collected. Sexual orientation does not affect their ability to be a volunteer.
Marriage & Civil Partnership		✓	Equal opportunity data is routinely collected. There is no reason why membership of this group will not affect volunteer opportunities.

**Other Groups who could experience inequality**, eg carers, homeless, travelling communities, unemployed, people resident within deprived areas, different socio/economic groups eg low income families, asylum seekers/refugees, prisoners, people confined to closed institutions or community offenders, people with different work patterns eg part-time, full-time, job-share, short-term contractors or shift workers - *Access, location and choice of venue, timings of events and activities. Support with caring responsibilities*

There are significant benefits for a variety of groups to want to volunteer eg, those returning to employment after a period of absence, individuals who have never worked but would like experience, people wanting to return to work after a period of illness (mental or physical) – Volunteering helps build confidence, gain exposure to work experience, the etiquette of working, expectations of an employer.

<b>Analysis conducted by: (minimum of 3 people)</b>			
	<b>Name</b>	<b>Job Title</b>	<b>Contact details</b>
1	Jane Thomas	Head of Community Engagement & Patient Involvement	01905 733827
2	Kate Richards	Volunteer Administrator	01527 488067
3	Carlene Hill	Patient Self-Management Programme Coordinator	01527 488096

<b>Start date of policy/function</b>		<b>Period valid for :</b> 2016
<b>Review date of policy/function</b>		3 years

<b>Service Delivery Unit:</b>		Corporate						
<b>Reference/Version:</b>		<b>Date Equality Analysis completed:</b>	D	D	M	M	Y	Y
<b>V4</b>			1	3	0	7	1	6

If you have identified a potential discriminatory impact on the policy/function please refer it to the author together with suggestions to avoid or reduce the impact.

A copy of the completed Equality Analysis must be attached to the policy/function and a copy sent to:

Patrick McCloskey  
 Equality Inclusion Practitioner  
 Isaac Maddox House, Shrub Hill Road, Worcester, WR4 9RW  
 Tel: 01905 761324  
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