An Introduction to Equality Analysis

1. Introduction

Our role: NHS Doncaster CCG as the main local healthcare commissioner in Doncaster is responsible for making a wide range of decisions. These range from setting the commissioning priorities for healthcare services and the associated budgets, to considering commissioning significant changes to services, developing organisational policies (including those that set criteria or guidelines for others to use), and even making day-to-day decisions which affect specific individuals such as decisions relating to healthcare Individual Placements.

What is equality analysis: Equality analysis is a way of considering the effect (or in legal terms giving "due regard") to different groups protected from discrimination by the Equality Act 2010, such as people of different ages. It involves using equality information, and the results of engagement with protected groups and others to understand the actual effect or the potential effect of our functions, policies or decisions. Equality analysis can help us to:

- Consider if our plan/policy will meet the needs of people from protected groups
- Consider whether there could be any unintended consequences for some groups
- Identify practical steps to remove or minimise disadvantages in order to advance equality and to foster good relations.

Protected groups: Equality analysis is a bit like a regular risk assessment, but instead of criteria like "financial risk" or "clinical risk", the criteria are the protected characteristics or groups which protect people from discrimination under the Equality Act 2010 as listed below. The equality analysis looks at the impact that any area of work or development could potentially have on those protected groups.

- Age
- Disability
- Gender
- Race
- Religion or Belief

- Sexual Orientation
- Gender Reassignment
- Pregnancy & Maternity
- Marriage & Civil Partnership

To this list, we have locally added "Social Inclusion / Community Cohesion" as a tenth area in order to capture socially isolated groups such as the homeless, sex workers, and refugees.

Integrating equality analysis: We believe that equality analysis should be integrated into mainstream policy development and decision-making, and therefore the requirement for equality analysis is embedded into our Business Case Template, and into coversheets for our main decision-making meetings within the CCG.

2. Equality analysis template tool

To make it easier for people to analyse equality impact, we have developed a template tool for equality analysis to support team members in considering the effect of our commissioning functions and decisions on different groups. This brief guide gives you some pointers to using the template tool.

Depending on the scale of the area being assessed, the template may take up to 20 minutes to complete, but authors may want to spend some time prior to filling in the form researching the area, discussing the issues with team members or service users and getting their views.

The template covers the following areas:
- Subject of the equality analysis
- What type of analysis it is e.g. policy, strategy, business case, service redesign, procurement, event
- Stakeholders who may be affected by the subject of the equality analysis e.g. staff, public, service users, partners, providers
- Any data which is already available to support the analysis
- An assessment of positive, neutral or negative impact by each of the protected groups
- Where the analysis suggests a negative impact, a consideration of the risks
- Where the analysis suggests a positive impact, a consideration of the benefits or opportunities
- As a result of the benefits and risks identified, reach a conclusion and capture any resulting action plan

The appendix to this brief guide provides specific advice and potential area to consider in each of the areas of the template.

3. Further advice

Further advice on undertaking equality analysis is available from our Equality & Engagement Officer, Curtis Henry by telephone to 01302 5660080 (internal extension 1080) or by email to curtis.henry@doncasterccg.nhs.uk

Equality Analysis Form

Subject of equality analysis	*Give your analysis a title* *e.g. Urgent Care Procurement* *e.g. Community Nursing Redesign* *e.g. Individual Funding Request Policy*	
Type		**Tick**
	Policy	*Tick the relevant box which most closely matches the subject of your equality analysis*
	Strategy	
	Business case	
	Commissioning service redesign	
	Contract / Procurement	
	Event / consultation	
Owner	**Name:**	*Enter your name as the author*
	Job Title:	*Enter your job title*
Date		
Assessment Summary	*Give a brief summary of the area you are assessing* *This section is intended to give the reader some background as to what the subject area is. Often, an Executive Summary from a specific area or a policy summary can be cut and pasted into this box.*	
Stakeholders		**Tick**
	Staff	*Tick all relevant boxes to capture all the stakeholders you feel may be affected by this area*
	General public	
	Service users	
	Partners	
	Providers	
	Other	
Data collection and consultation	*In assessing impact on protected characteristics, it is helpful to have some background data on the type of people accessing your area / policy / development, or the make-up of the staff group or target audience. List the data available to you to support your analysis.* *Has there been any consultation locally or elsewhere to inform your analysis? List the key points from the consultation alongside a breakdown of the type of consultee by protected characteristic (anonymised data only).* *If you have any data available regarding access, experience or outcomes by protected characteristic group, list it here.*	

Protected characteristic	Positive	Neutral	Negative	Negative: What are the risks? Positive: What are the benefits / opportunities?
Age				*Consider the potential impact of your area / policy / development on people of different ages. How might it affect (positively or negatively):* • *Younger people (think about infants, school age children, teenagers, and transition years to adulthood)* • *Older people (e.g. 65+, 80+)* • *People of working age* • *People of parental age* *The age profile in Doncaster is broadly similar to the national picture with a slightly higher proportion of older people (65+) and slightly lower proportion of working age people (16-64). The number of younger people (0-15) from the 2011 Census was 57,493 (19% of population), working age people (16-64) was 193,768 (64.1%) and older people (65+) was 51,141 (16.9%).*
Disability				*Consider the potential impact of your area / policy / development on people with different disabilities. How might it affect (positively or negatively):* • *Physically disabled people who may have access issues* • *People with sight impairments* • *People with hearing impairments – Doncaster has a large Deaf community* • *People with mental health conditions* • *People with learning disabilities* • *People with long term conditions* • *People with other disabilities, including "hidden" disabilities* *In Doncaster 21.7% (65,535) of people have some form of disability compared to the national average of 17.9%. Of these 33,644 (11.1%) residents in Doncaster indicated that their day to day activities were limited a lot and 31,891 (10.5%) residents indicated that day to day activities were limited a little. Doncaster is predicted to have a similar proportion of people with learning disabilities as the national average at 1.85% of the population.*
Gender				*Consider the potential impact of your area / policy / development on people from different genders. How might it affect (positively or negatively):* • *Women* • *Men* *The gender ratio in Doncaster is very similar from birth up until 65+. From the 2011 Census the ratio between the ages 0-17 are Male 50.51% and Female 49.49%. Between the ages of 18-64 the ratio is Male 50.31% and Female 49.69%. However at 65+ the ratio becomes Male 44.37% and Female 55.63%.*
Race				*Consider the potential impact of your area / policy / development on people from different races. How might it affect (positively or negatively):* • *People whose first language is not English* • *People who have specific cultural requirements or traditions e.g. a preference for same-gender clinicians*

Protected characteristic	Positive	Neutral	Negative	Negative: What are the risks? Positive: What are the benefits / opportunities?
				Some illnesses and conditions may be more prevalent in people from certain races / ethnicities – this should be reflected in this section. *Based on the 2011 Census, ethnicity categories are:* • *White (White British, White Irish, Gypsy Traveller, Any other White background)* • *Mixed (White and Black Caribbean, White and Black African, White and Asian, Any other Mixed / Multiple Ethnic background)* • *Asian or Asian British (Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background)* • *Black or Black British (Caribbean, African, Any other Black background)* • *Other ethnic group (Arab, Any other ethnic group)* *Based on Census 2011 data, the proportion of total population in Doncaster classified as 'White British' equates to 91.8% (4.7% less than in 2001), and the national average is 80.45%.Those from Black & Minority Ethnic (BME) backgrounds represent 8.2% of the total population. Young people from BME backgrounds represent 10.2% of the total 0-19 population. The working age population from a BME background represent 8.8%, and Older People from BME backgrounds represent 2.9%.* *The 6 largest ethnic groups in Doncaster in order of size are a) White British, b) White Polish, c) Pakistani or British Pakistani, d) Indian or British Indian, e) White and Black Caribbean, f) African.* *There are currently 4,484 Polish people living in Doncaster, this equates to 1.5% of the population and is the largest single ethnic group aside from 'White British'.* *Although it appears from the census data that the ethnic group 'Gypsy or Irish Traveller' accounts for only 0.2% of the population, local analysis has estimated that the population of this group is closer to 4000 with a number of sites within the borough and also an estimated 900 permanent households.* *The proportion of people in Doncaster who speak English as their main language is 95.9% compared to the national figure of 92%. Other main languages spoken in Doncaster are Polish 1.6%, Urdu 0.3%, Chinese 0.2% and Punjabi 0.2%.* *Minority ethnic groups tend to be located around the Town Centre and surrounding areas. In particular the hotspot areas include Lakeside, Balby along Balby Road, Hexthorpe, Wheatley Park along Wheatley Hall Road, Intake and Belle Vue.* *We know that patterns of inequality in health can vary by ethnicity from one health condition to the next. We can use national data to highlight inequalities such as Black African and Caribbean men who tend to have*

Protected characteristic	Positive	Neutral	Negative	Negative: What are the risks? Positive: What are the benefits / opportunities?
				higher rates of prostate cancer and women from Black and other minority groups who are more likely to present with more advanced breast cancers and have poorer survival rates from breast cancer than white women.
Religion & Belief				*Consider the potential impact of your area / policy / development on people who practise different religions or have different beliefs. How might it affect (positively or negatively):* • *People who have specific religious beliefs e.g. prayer times, the wearing of turbans, no blood transfusions, same-gender clinicians.* • *Some religions can see mental health conditions as "possession" by "spirits" and seek spiritual support before seeking healthcare support* *Based on the 2011 Census, the main religions in the UK are:* *[ ] Christian (including Church of England, Catholic, Protestant and all Christian denominations)* *[ ] Buddhist* *[ ] Hindu* *[ ] Jewish* *[ ] Muslim* *[ ] Sikh* *[ ] No religion / atheist* *Doncaster's breakdown (2011 Census):* <table><tr><td>No religion / Atheism</td><td>24.4%</td></tr><tr><td>Christianity</td><td>65.9%</td></tr><tr><td>Buddhism</td><td>0.2%</td></tr><tr><td>Hinduism</td><td>0.3%</td></tr><tr><td>Judaism</td><td>0.03%</td></tr><tr><td>Islam</td><td>1.7%</td></tr><tr><td>Sikhism</td><td>0.4%</td></tr><tr><td>Any other religion</td><td>0.3%</td></tr><tr><td>Not stated</td><td>6.9%</td></tr></table>
Sexual Orientation				*Consider the impact of your area / policy / development on people who have different sexual orientations. How might it affect (positively or negatively):* • *Bisexual people* • *Gay men* • *Gay women / Lesbians* • *Heterosexual / Straight people* • *Other people* *(categories based on national categories)* *There is no specific question on the 2011 Census regarding sexual orientation, however in 2010 the Office of National Statistics received responses on their Integrated Housing Survey that suggested that around 1.4% of the population considered themselves as gay, lesbian or bisexual. If this was applied to Doncaster's population this would equate to 4,223 residents.*

Protected characteristic	Positive	Neutral	Negative	Negative: What are the risks? Positive: What are the benefits / opportunities?
Gender reassignment				*Consider the impact of your area / policy / development on people from different genders. How might it affect (positively or negatively):* • *Transgendered women* • *Transgendered men* *The 2011 Census did not include a specific question in respect of gender reassignment. It is estimated from national research that 1 in 10,000 are referred to as being transgender or transsexual. This would equate to around 30 residents in Doncaster.* *Gender reassignment is the term used in the Equality Act, but "gender identity" is becoming more common.* *What is Transgender?* • *Transgender is not sexual orientation. Transgendered people have the same range of sexual orientations that non-transgendered people have. Assuming transgendered people are gay is a mistake.* • *Transgender is a blanket term used to describe many different types of people. The word transgender could be used to describe people who wear clothes that are not generally worn by people of their physical gender, engage in some behaviours that are more typical of members of a different physical gender, identify themselves as members of a different gender than their gender of birth, do not identify as male or female, are born with some combination of male and female anatomy, or have gone gender reassignment surgery. Not all people who could be described as transgendered use the term to describe themselves.* • *Generally, it is polite to describe transgendered people using the term they use to describe themselves.* • *Transsexuals are individuals who identify themselves as being a different gender than their gender of birth. Some people who describe themselves as transsexual have not had any operations to change their birth gender. For example, a person who was born with male sexual anatomy might identify as a female.* • *Transvestite is a term used to describe people who dress in clothes associated with their opposite sex, as defined by socially accepted norms, but still identify with their biological sex.* • *Intersex people are born with chromosomal anomalies or ambiguous genitalia. Intersex infants are often assigned a gender and subjected to surgical procedures. Some intersex people develop gender identity issues.* • *Bi-gendered people have a gender identity that encompasses both genders – masculine and feminine.*
Pregnancy & Maternity				*Consider the potential impact of your area / policy / development on people who are pregnant or have a young baby e.g. breastfeeding issues, hospital appointments.* *Doncaster has a higher proportion of babies born with low birth weight at 9.7% compared to the national average of 7.4%. Teenage conceptions in*

Protected characteristic	Positive	Neutral	Negative	Negative: What are the risks? Positive: What are the benefits / opportunities?
				Doncaster were at a rate of 39.7 per 1000 women, this is above the national rate of 30.0 per 1000 women.
Marriage & Civil Partnership				*Consider the potential impact of your area / policy / development on people who are married or in civil partnerships.* *This area has limited NHS impact as it relates to staffing groups rather than the general population e.g. transferrable pension rights.* *The proportion of people over the age of 16 who were married in Doncaster is 46.91% which is similar to the national average of 46.6%. In Doncaster 32.21% of people were single, 0.2% were in a civil partnership, 13.1% were separated/divorced and 7.7% were widows/surviving member of civil partnership.*
Social Inclusion / Community Cohesion				*Consider the potential impact of your area / policy / development on people from different groups in terms of social inclusion, the impact on people who are "seldom heard" in society e.g. the homeless, sex workers, refugees and asylum seekers, economic migrants, the prison population, people with substance misuse problems, Carers.* *Consider the different ways in which different groups can perceive services e.g. some ethnic groups see caring as a core part of their family role, and would not seek public sector support as early as some other ethnic groups.* *Census 2011 data:* • *36.7% of Doncaster's residents who are classified as 'economically active' are in full time employment, 0.2% up on the 2001 census return. The proportion of people in full time employment is still below both the regional (37%) and national (38.5%) average although the gap is narrowing as regional and national average have seen a fall since 2001 of 1.8% and 2.1% respectively.* • *Over 4,100 young people aged 16-24 are unemployed; this represents 1.9% of the residents aged between 16 and 74. Again this is higher than both the regional (1.5%) and national (1.2%) average.* • *The main activity of employer or business employing the largest percentage of Doncaster residents are the Wholesale and Retail trade (19.4%), Human Health and social work activities (13.3%), Manufacturing (10.7%), Construction (9.7%) and education (8.5%).*

Conclusion & Recommendations including any resulting action plan	*In this section, you need to:* • *Summarise the impacts you have identified above, grouping any similar themes.* • *Make any relevant recommendations for action or change as a result of the impact you have identified, grouping any similar themes.* • *Consider whether you need to recommend any monitoring of your area / policy / development broken down by the protected characteristics.*

Review date	*Enter a date by which you plan to review your analysis (if you do). This should be a reasonable timescale dependent on your area / policy / development and the timeframe for your action plan.* *For a policy or strategy, the review date should mirror with the due date for reviewing the policy / strategy.* *For a service development, the review date should mirror the key dates within the change implementation plan.*

Equality Analysis Form

Subject of equality analysis		
Type		**Tick**
	Policy	
	Strategy	
	Business case	
	Commissioning service redesign	
	Contract / Procurement	
	Event / consultation	
Owner	**Name:**	
	Job Title:	
Date		
Assessment Summary	Give a brief summary of the area you are assessing	
Stakeholders		**Tick**
	Staff	
	General public	
	Service users	
	Partners	
	Providers	
	Other	
Data collection and consultation	What data is available to you to support your analysis? Has there been any consultation to inform your analysis?	

Protected characteristic	Positive	Neutral	Negative	Negative: What are the risks? Positive: What are the benefits / opportunities?
Age				
Disability				
Gender				
Race				
Religion & Belief				
Sexual Orientation				
Gender reassignment				
Pregnancy & Maternity				
Marriage & Civil Partnership				
Social Inclusion / Community Cohesion				

Conclusion & Recommendations including any resulting action plan	
Review date	