This template can be used to record information as part of the Analysis and Planning stages of the Commissioning Cycle.

1. **Name of the strategy, policy, practice or provision:**
   
   **Title:** 

2. **What are the intended outcomes of this work? Include an outline of objectives and function aims**

   **Outcomes:**

   **Who will be affected?** E.g. staff, patients, carers, service users etc.
3. **What information will you be using to understand the effect on equality?** List the main sources of data, research and other sources of evidence reviewed to determine impact on each equality group (protected characteristic). This can include national research, surveys, reports, research interviews, focus groups, pilot activity.

<table>
<thead>
<tr>
<th>Equality Group</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disability</strong></td>
<td>Add detail on attitudinal, physical and social barriers</td>
</tr>
<tr>
<td><strong>Sex</strong></td>
<td>Add detail, if applicable on men and women</td>
</tr>
<tr>
<td><strong>Race</strong></td>
<td>Add detail, if applicable on different ethnic groups, nationalities, identities, language barriers</td>
</tr>
<tr>
<td><strong>Age</strong></td>
<td>Add detail, if applicable across age ranges on old and younger people. Can include safeguarding, consent and child welfare</td>
</tr>
<tr>
<td><strong>Gender Reassignment (including transgender)</strong></td>
<td>Add detail, if applicable of transgender and transsexual people. This can include issues such as privacy of data and harassment</td>
</tr>
<tr>
<td><strong>Sexual Orientation</strong></td>
<td>Add detail, if applicable on heterosexual people as well as lesbian, gay and bisexual individuals</td>
</tr>
<tr>
<td><strong>Religion, Faith or Belief</strong></td>
<td>Add detail, if applicable on people with different religions, beliefs and no belief</td>
</tr>
</tbody>
</table>

\*Not all of the equality groups (protected characteristics) may be applicable*
### Pregnancy and Maternity

Add detail, if applicable on work arrangements, part-time working, infant caring responsibilities

### Carers

Add detail, if applicable on caring responsibilities that are taken into consideration

### Other identified groups

Add detail, if applicable on other identified groups such as those with different socio-economic groups, area inequality, income, resident status (i.e. migrant workers), and other groups experiencing disadvantage and barriers to access

### 4. What are your information gaps?

Detail any information that you are missing in order to make a genuine analysis of equality impact.

### 5. Have you engaged and involved stakeholders?

In gathering evidence available?

In testing the strategy, policy, practice or provision?
6. **Summary of Analysis**

**Overview of the evidence in support of your strategy, policy, practice or provision:**

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**Findings of your analysis** — *Detail any positive or negative impacts and steps that will be taken to mitigate the negative.*

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**Next steps:** — *Detail how you will progress, in terms of review and how you will include equality groups in services or expand participation in public life.*

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7. **Action planning for improvement** — *please give an outline of the key actions based upon any gaps, challenges and opportunities that have been identified.*

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**Name of person who carried out assessment:**

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**Date assessment completed:**

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**Name of responsible Manager:**

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**Date assessment was signed:**