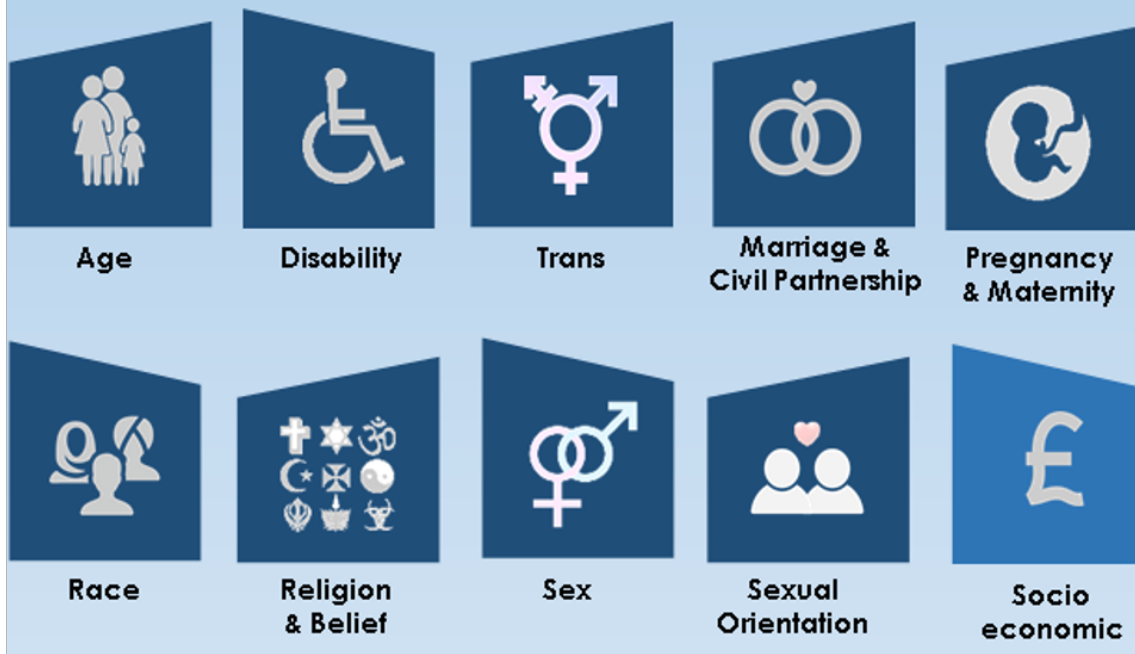


eqia

Equality impact assessment

NHS
Golden Jubilee



1. EQIA details

Name: (policy/ procedure/ practice/ function)	Project Management Policy and Guidance
Department:	Quality, Performance, Planning & Programmes
Lead Contact:	Abu-Zar Aziz
EQIA Assessor:	Rob White
Date:	24 th July 2025

2. EQIA overview

Use this section to provide details about the status (**new or existing**) of the policy/practice/procedure/function and provide an outline of the proposal including **aims, objectives** and **outcomes**.

Please note: All tables within this report are expandable.

Status	New <input type="checkbox"/>	Existing <input checked="" type="checkbox"/>
Aims objectives & outcomes	<p>The Project Management Policy and Guidance document provides a comprehensive overview of the processes involved from conceptual to delivery stage of a project, including roles and responsibilities, governance arrangements and required documentation outlining assurance arrangements to comply with local policy and national legislation.</p> <p>The policy document includes clear signposting to the EQIA process, outlining the rationale and legal obligations towards completion at the initial stage of project planning to ensure that all aspects of EDI are considered and fully integrated within the Project Initiation Document (PID) and taken forward thereafter.</p> <p>The Project Management Policy features the below wording as an introductory statement to highlight the importance that EQIA's play during the conceptual stage of any project.</p> <p>Introductory statement</p> <p>NHS Golden Jubilee is fully committed to embedding the ethos of Equality, Diversity and Inclusion throughout the organisation; with this in mind, all project management teams must take into consideration national legislation and local policy in relation to all forms of equality and discrimination when initiating a new project. This covers current legislative requirements and standards laid out in the Equality Act (2010) and Public Sector Equality Duty. Project Teams are required to consider and assess the equalities impact of service change across all nine protected characteristics and Fairer Scotland Duty via the completion of an Equality Impact Assessment EQIA at the initial planning stage. If required, project management teams should seek support from the NHS Golden Jubilee Equality and Inclusion Lead with regard to any Equality and Diversity issues. The EQIA is a live document and should therefore be reviewed and updated if necessary to ensure inclusive practices are</p>	

maintained throughout the lifecycle of the project/programme/policy.

3. Advancing Equality

NHS Golden Jubilee has a legal requirement under the Public Sector Equality Duty to have due regard to the need to:

- › Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- › Advance equality of opportunity between people who share a protected characteristic and those who do not.
- › Foster good relations between people who share a protected characteristic and those who do not.

Provide details of how the work will impact **positively**, **negatively** or **neutrally** on people who share the characteristics below.

It will be helpful to consider any access issues, health inequalities or experiences of discrimination that might impact these groups within your area of work. It will also be helpful to think about human rights and whether these will be impacted for any group. Our rights are described in the [Human Rights Act](#). Some groups are also protected by specific conventions, which are highlighted for your information in the relevant sections below.

There is no word count – you should include the information you think is required. Please ensure the information you use is evidence based (e.g. articles, public involvement, previous work). There is space at section 8 for you to record the evidence sources you use in your assessment.





Age




Think about older people as well as children and young people, and their respective carers.




United Nations Convention on the Rights of the Child (UNCRC)



[Convention on the Rights of the Child](#)

The UNCRC is a legally-binding international agreement setting out the civil, political, economic, social and cultural rights of every child, regardless of their race, religion or abilities.

	<p>If children are specifically affected, please provide a high level overview here and then go to appendix A to undertake a more detailed assessment using the UNCRC checklist.</p>
Positive impact	<p>It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.</p>
Negative impact	
Neutral impact	
 Care Experience	<p>Think about children and young people up to the age of 26 who have experience of being in care. This can include foster care/supported care, kinship care, residential care, or being looked after at home with the support of a supervision order.</p> <p>NHS Golden Jubilee is named as a corporate parent under the Children and Young People (Scotland) Act 2014. You can find information and working examples of what this means for us in our Corporate Parenting Plan.</p>
Positive impact	<p>It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.</p>
Negative impact	
Neutral impact	
 Disability	<p>Think about people with sensory impairments, communication difficulties, learning disabilities, physical impairments, energy impairments, autism spectrum disorders, mental health conditions and Deaf users of British Sign Language. You might also consider unpaid carers here.</p> <p>Convention on the Rights of Person with Disabilities</p>












Positive impact	It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.
Negative	
Neutral impact	
 Trans Status	<p>This is about trans / transgender people - anyone whose gender does not match the sex they were assigned at birth.</p> <p>Understanding the Transgender Community – Human Rights Campaign</p>
Positive impact	It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.
Negative impact	
Neutral impact	
 Marriage & Civil Partnership	<p>Are there any implications for people who are married or in a civil partnership?</p> <p>Marriage and civil partnership discrimination – Citizen's Advice Bureau</p>
Positive impact	It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.
Negative impact	
Neutral impact	
 Pregnancy & Maternity	<p>Think about people who are pregnant, breast-feeding or who recently gave birth.</p> <p>Convention on the Elimination of All Forms of Discrimination against Women</p>
Positive impact	It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning

	phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.
Negative impact	
Neutral impact	
 Race	<p>Think about people with non-white majority ethnicities. This includes gypsy/travellers.</p> <p>Convention on the Elimination of all forms of Racial Discrimination</p>
Positive impact	It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.
Negative impact	
Neutral impact	
 Religion or Belief	<p>Think about people who follow particular religions. For example: Judaism, Islam, Sikhism, Christianity etc. Are there particular beliefs or practices that might be impacted?</p> <p>International standards on freedom of religion or belief</p>
Positive impact	It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.
Negative impact	
Neutral impact	
 Sex	<p>Think about any differences for women compared to men, or vice versa.</p> <p>Convention on the Elimination of all forms of Discrimination Against Women</p>
Positive impact	It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning

	phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.
Negative impact	
Neutral impact	
 Sexual Orientation	<p>Think about people who are lesbian, gay or bi or who have another minority sexual orientation (e.g. are not heterosexual / straight).</p> <p>Combatting discrimination based on sexual orientation</p>
Positive impact	It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.
Negative impact	
Neutral impact	
 Socio-economic	<p>Think about people living on low incomes and / or in deprived areas. If this is a strategic-level decision and the Fairer Scotland duty applies, you will need to give this characteristic detailed consideration. Otherwise, consider this as a cross-cutting issue (people who share a protected characteristic are more likely to experience poverty).</p> <p>The Fairer Scotland Duty Interim Guidance for Public Bodies</p>
Positive impact	It is envisaged that positive impacts will be identified across all protected characteristics due to the systematic approach adopted at the project planning phase to mainstream equalities and mitigate against any potential identified barriers through targeted measures.
Negative impact	
Neutral impact	

4. Overcoming negative impacts

Where the policy/practice/procedure/function was identified to adversely affect (discriminate against) people who share a protected characteristic; provide details of how this impact will be eliminated, minimised or managed.

Protected Characteristic	Actions	Person Responsible
All Characteristics	Any negative impacts identified within individual project EQIA's will be accompanied by associated measures to mitigate these	To be determined by project lead
 Age		
 Care Experience		
 Disability		
 Trans Status		
 Marriage/Civil Partnership		
 Pregnancy & Maternity		
 Race		
 Religion or Belief		
 Sex		
 Sexual Orientation		
 Socio-economic		

5. Impact rating

Provide an impact rating based on the degree to which the policy/practice/procedure/function will impact people who share a protected characteristic.

Impact Rating Key



Low

There is **little or no evidence** that some people are (or could be) differently affected by the policy/practice/procedure/function.










Medium





There is **some evidence** that people are (or could be) differently affected by the policy/practice/procedure/function.



High

There is **substantial evidence** that people are (or could be) differently affected by the policy/procedure/function

Protected Characteristic		Low	Medium	High
	Age	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Care Experience	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Disability	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Trans Status	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Marriage/Civil Partnership	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Pregnancy & Maternity	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Race	✓	<input type="checkbox"/>	<input type="checkbox"/>

	Religion or Belief	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Sex	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Sexual Orientation	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Socio-economic	✓	<input type="checkbox"/>	<input type="checkbox"/>

6. Stakeholder collaboration

Provide details of stakeholder collaboration and consultation.

Refer to **Appendix B** for details of local and national charities and user groups which represent the Protected Characteristics defined by the Equality Act 2010.

Name/job title or Meeting/Group	Department or Organisation	Contact details
-	-	-

7. Monitor and review

Regular reviews ensure that the policy, procedure or practice is kept up to date, and meets the requirements of current equality legislation.

Scheduled Review	Assigned contact	Review Date
	Abu-Zar Aziz	July 2026

Where a negative impact has been identified and remedial actions are being implemented, the policy owner should define a timescale for review.

Identified Issue	Assigned contact	Review Date
-	-	-

8. Evidence and research

Please detail all evidence and research utilised in order to support the rationale for this EQIA. (Include attachments where available).



[Equalities Evidence Finder](#)

Evidence & Research	
-	

9. EQIA sign off



EQIA's with low impact ratings

If your EQIA demonstrates low impact ratings for each Protected Characteristic, then you are all set to go!

Please ensure that you email a copy of your EQIA to equalities@gjnh.scot.nhs.uk to allow us to maintain a central database of assessments for auditing purposes.



equalities@gjnh.scot.nhs.uk



EQIA's with medium or high impact ratings

If your EQIA has identified any **medium** or **high impacts** for people who share a Protected Characteristic, you will need to share your assessment with the Equality and Inclusion Lead who will review and advise next steps.

	Rob White: Equality and Inclusion Lead
	robert.white@gjnh.scot.nhs.uk
	5480

Organisational governance process

Next, you need to share the EQIA with the people you're working with on your project, policy, process or practice. Not least because you should be proud of your work, but also because you should communicate the results of your assessment to project boards, organisational leaders, key stakeholders and others in a timely way, so that they can make informed decisions about the change you're making.

EQIA Assessor:	Rob White
Sign-Off Date:	24 July 2025

Appendix A

UNCRC Checklist

If your proposal does not affect children and young people do not complete this section.

If your proposal affects children and young people, use the evidence you have collected to explain how your proposal could impact Children's Rights. Not all UNCRC rights may apply to your proposal. If this is the case, simply say 'Not relevant' or 'no known relevance'.




UNCRC Right	How will your work limit or restrict this right?	How will your work progress this right?	Are any groups of children particularly impacted?
3. Best interests of the child			
4. Making rights real			
5. Family guidance as children develop			
6. Life, survival and development			
7. name and nationality			
8. identity			
9. Keeping families together			
10. Contact with parents across countries			
11. Protection from kidnapping			
12. Respect for children's views			
13. Sharing thoughts freely			
14. Freedom of thought and religion			
15. Freedom of association and peaceful assembly			
16. Protection of privacy			
17. Access to information			







18. Responsibility of parents			
19. Protection from violence			
20. Children without families			
21. Children who are adopted			
22. Refugee children			
23. Disabled children			
24. Enjoyment of the highest attainable standard of health			
25. Review of a child's placement			
26. Social and economic help			
27. Food, clothing and safe home			
28. Access to education			
29. Aims of education.			
30. Minority culture, language and religion			
31. Rest, play, culture, arts			
32. Protection from harmful work			

33. Protection from harmful drugs			
34. Protection from sexual abuse			
35. Prevention from sale and trafficking			
36. Protection from exploitation			
37. Children in detention			
38. Protection in war			
39. Recovery and reintegration			

Appendix B

Third sector organisations

	Age	<ul style="list-style-type: none"> Age UK 	www.ageuk.org.uk
	Care Experience	<ul style="list-style-type: none"> Become 	https://www.becomecharity.org.uk/
		<ul style="list-style-type: none"> CELCIS 	www.celcis.org
		<ul style="list-style-type: none"> Who Cares? Scotland 	www.whocarescotland.org
		<ul style="list-style-type: none"> SCCYP 	www.sccyp.org.uk
	Disability	<ul style="list-style-type: none"> RNIB Scotland 	WWW.RNIB.ORG.UK
		<ul style="list-style-type: none"> Visibility 	WWW.VISIBILITY.ORG.UK
		<ul style="list-style-type: none"> Action on Hearing Loss 	www.actiononhearingloss.org.uk
		<ul style="list-style-type: none"> Dementia UK 	www.dementiauk.org
		<ul style="list-style-type: none"> Alzheimer's Society 	www.alzheimers.org.uk
		<ul style="list-style-type: none"> Autism Alliance 	www.autism-alliance.org.uk

	<ul style="list-style-type: none"> ▪ Scottish Autism 	www.scottishautism.org
	<ul style="list-style-type: none"> ▪ Mind 	www.mind.org.uk
	<ul style="list-style-type: none"> ▪ Scope 	www.scope.org.uk
	Trans Status <ul style="list-style-type: none"> ▪ Scottish Trans Alliance 	www.scottishtrans.org
	<ul style="list-style-type: none"> ▪ Sparkie 	www.sparkie.org.uk
	<ul style="list-style-type: none"> ▪ Mermaids UK 	www.mermaidsuk.org.uk
	Marriage/ Civil Partnership <ul style="list-style-type: none"> ▪ Equality Network 	www.equality-network.org
	Pregnancy & Maternity <ul style="list-style-type: none"> ▪ Maternity Action 	www.maternityaction.org.uk
	Race <ul style="list-style-type: none"> ▪ Race Equality Foundation 	www.raceequalityfoundation.org.uk
	<ul style="list-style-type: none"> ▪ Ethnic Minority Foundation 	www.emfoundation.org.uk
	Religion or Belief <ul style="list-style-type: none"> ▪ Interfaith Scotland 	www.interfaithscotland.org
	Sex <ul style="list-style-type: none"> ▪ Equality Now 	www.equalitynow.org
	<ul style="list-style-type: none"> ▪ Fawcett Society 	www.fawcettsociety.org.uk

 Sexual Orientation	<ul style="list-style-type: none"> Stonewall Scotland 	www.stonewall.org.uk
	<ul style="list-style-type: none"> West Dunbartonshire LGBT Network 	www.lgbtwestdunbartonshire.com
	<ul style="list-style-type: none"> LGBT Youth Scotland 	www.lgbtyouth.org.uk
 Socio-economic	<ul style="list-style-type: none"> The Poverty Alliance 	www.povertyalliance.org
	<ul style="list-style-type: none"> Citizens Advice 	www.citizensadvice.org.uk