**READY TO LEAD COHORT No.3 WORKSTREAM No.3**

Project Initiation

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| Ready To Lead Delegate Name | Imran Shariff |
| Improvement  Project  Title | EQIA On-line resource |

1) Brief description of the project including overall aim

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| Equality Impact Assessment (EQIA) is a legislatively driven programme, required as part of the Board Equality scheme. The Equality and Diversity Team play a key role in this by working with service managers and policy authors to understand the process to complete EQIA’s.  The EQIA support consists of, delivering awareness raising presentations, facilitating EQIA sessions in conjunction with Lead Reviewers and support to identify good practice/ potential areas of discrimination. The Board have also developed a Quality Assurance process which is designed to give feedback to Lead Reviewers on the quality of their submissions.  We are encouraged to see an increase in the number of EQIA’s that have been self completed over the last quarter of this year. This indicates that learning is taking place across the organisation and people are beginning to not only understand the EQIA process but engage with the Equalities agenda. We want to encourage this approach with this project.  Using the learning from the 2009-2010 EQIA journey, this project aims to develop an on-line resource which will enable managers to self facilitate/ self complete their EQIA’s using the EQIA guidance. This resource will include information on guidance, presentations, examples of good practice and negative impacts (discriminatory practices) and access to resources that support Patient Focus Public Involvement as part of the EQIA process.  Additionally, the aim of this resource is to support managers to work collaboratively across different geographical and functional areas on similar EQIA’s thus preventing duplication and improving resource utilisation within the organisation. |

2) What opportunity or problem is this initiative addressing?

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| There are a number of problems which this project will address:   * There are an increasing number of EQIA’s being planned or conducted in the organisation and the E and D Team resource to support is small. * There is evidence of duplication of EQIA across Partnership settings. The online resource will allow managers to quickly identify what other EQIA’s are being priortised and help to share and exchange information at an early opportunity. * There is a variety of support tools helped to develop people understand EQIA’s. All this information is not currently aggregated and is available across different websites/ intranet. As a result people may have either out of date/ conflicting information or very little information/ support. |

3) What diagnosis has been carried out to confirm the exact nature of the issue?

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| A number of diagnoses has taken place:   * A survey monkey evaluation has been completed highlighting the strengths and weaknesses of the existing model of EQIA support; * The recent evaluation of the Board Equality Scheme (2006-2009) has recommended a pilot of an on-line tool. |

4) Who is the Authorising Sponsor for this initiative?

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5) What is the nature of their commitment to this initiative?

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| * Support to drive through the new process of EQIA support- Leadership * Support to identify external contractors to support technical aspects of work |

6) Who is responsible for the implementation (Change Agents)?

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| Equality and Diversity Manager |

7) What is the current state that requires changing?

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| * Change in how Equality and Diversity Team supports EQIA; focus on building capacity/ self learning across the system * At present, evaluation of EQIA takes place on a yearly basis (as part of the Board Annual Report on Equalities). Having an online system will enable us to have quicker feedback from managers and help guide the development of the online resource. * Moving from a manual/ labour intensive physical demanding approach to an e- approach * Consolidation of all EQIA resources onto one system * Adaptation of EQIA resources for web. * IT/ Technical support in design of web intranet design |

8) In terms of urgency is the current situation widely believed to be causing severe difficulty for the organisation or is it purely an opportunity to improve and grow?

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| This is an opportunity for the organisation to become more effective at completing EQIA and on a timely basis, since it (EQIA) is part of organisational performance reviews. It will help to improve organisational efficiency both across services by ensuring discrimination is reduced and also ensure that the resource of the Equality and Diversity Team is managed and priortised in line with the Board Equality Scheme priorities. |

9) What are the consequences of the organisation not implementing this initiative?

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| The lack of this resource may result in delays in completing EQIA/ delays in the completion of actions and place a greater pressure on the existing resource (Equality and Diversity Team) to deliver an ever increasing area of work. There is also a legislative risk to the organisation in not completing EQIA’s and not having sustainable robust system in place to deliver EQIA on a system wide basis. |

10) What are the detailed objectives (technical, business and human) that will deliver the desired future state?

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| * To develop an EQIA online resource that supports Lead Reviewers to understand and self complete/ self facilitate EQIAs; * Ensure that the organisation is able to support lead reviewers with information relating to good practice and negative impacts as required and informed by relevant literature/ Equality Legislation. * To ensure that lead reviewers are able to communicate across organisational boundaries, on similar EQIA’s and share and exchange information and agree joint approaches to tackle health inequalities. |

11) What is the scope or boundaries to this initiative?

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| * This initiative will pre-dominantly target all partnerships (Glasgow City Council and non Glasgow) as well as the Mental Health Partnership * Following reviews and evaluation of this project, the programme will be discussed with the Head of Inequalities within the Acute services Division who have at present a more direct facilitated approach to EQIA. |

12) What benefits or outcomes will the initiative deliver (service improvement, efficiency, financial etc)?

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| This initiative will mainly deliver a number of key benefits   * This initiative will directly impact on front line services by encouraging more departments/CHP’s/ CHCP’s to undertake EQIA’s, thus helping the organisation to identify gaps in services and policies. * In terms of efficiency, the project will reduce the administrative support required by the E&D team, whose role would predominately change to one of capacity building and transfer of knowledge and skills. However our experience has shown that there may be areas that require additional support with EQIA and there may be initial support (awareness) required to Lead Reviewers to explain the new approach. * The online resource will help staff pre-plan and think about their Equality and Diversity practice prior to their EQIA sessions and lead to a more informed discussion. |

13) How will these benefits or outcomes be tracked and success measured?

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| * Regular telephone calls to Lead Reviewers to gauge their views on how helpful the online resource has been and what can be improved. * Survey Monkey questionnaire to Lead Reviewer will include questions around the use of the resource. * Case Studies of people using the system. * Number of visitors to website. |

14) What are the implementation costs?

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| We anticipate the costs to be in the region of 7K to 10K. |

15) What is the implementation time-frame?

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| February 2010- July 2010 |

16) What are the key milestones and target dates?

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| * Identify Stakeholders - Date * Establish Sub-group/Disseminate proposal – Date * Technical brief produced * Clarify approach/involve additional stakeholders if required- Date * Contract award (If required) Date- * Initiate planning and design of web-pages – Date * Test out/pilot EQIA- online Date * Evaluation and Review- Date |

17) Who will be monitoring progress?

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| Equality and Diversity Team/ CIT/ OD |

18) What resources will be required throughout implementation?

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| * Financial Resources * CHCP to undertake a pilot * Evaluation (Review and Focus Group) |

19) What are the constraints and risks with this initiative?

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| * Getting people to change from using /getting support from E&D team to a model that promotes greater staff ownership * Getting people to go on-line and access the internet, and read through the information. |

20) What benchmarking has been conducted with other projects internally or externally to the organisation where learning could be shared?

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| No benchmarking has taken place. |

Authorising Sponsor Signature

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Delegate (Change Agent) Signature(s)

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| Imran Shariff, Equality and Diversity Manager |