**Integrated Specialist Sexual Abuse Services Equalities Action Plan Template & Guidance June 2013**

1. Label the report as follows:

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| --- | --- |
| **Equalities Impact Action Plan Template** | Lot/Service details Contract reference:  |
| **Dates covered:** | *This should be full performance for year to date and not months or quarters in isolation* |
| **Person completing:** | *Include job title, name & date written* |

1. Purpose of report:

The audience for this report is your commissioners. The report needs to sit alongside the statistical data you provide on a quarterly basis, which covers all protected characteristics. (A spreadsheet has been issued to assist with collating this data).

The body of this report can be submitted as a stand-alone document each quarter, or can be incorporated into your Performance Report provided the level of detail is sufficient. The content should link across to the findings from the Equalities Impact Assessment from the Sexual Violence Review Report (2013) and the Consultation Report (2013), and your action plan should capture follow up from this against your service level detail.

1. Content
* Show your understanding of what the statistical data is telling you about your service
* Reflect all protected characteristics
* Show your knowledge of emerging national best practice
* Link your actions and rationale to the evidence base (research and reports for example)
* How does your data compare against the equalities issues and risks as listed in the aforementioned documents?
* Are there any under-represented groups against what would be expected from the local population?
* What do you think the reasons are for this and what have you done to address it?
* Ensure the plan is SMARTER
* Are there any irregularities or inconsistencies in the data? How are these explained?
* Are there any significant variances from last quarter? Are these as a result of actions at service level (give detail) or some other reason?
* Are there opportunities to work across the Integrated Sexual Abuse Services or with other local or regionally or nationally recognised services/specialists?
* You may wish to include a case study to demonstrate this your impact in this area
1. This report should be submitted quarterly with:
* Monitoring worksheet
* Equality data
* Completed performance report
* Finance report