

EQUALITY IMPACT ASSESSMENT FORM

INITIAL ASSESSMENT/SCREENING

An impact assessment is a way of finding out whether an existing or proposed policy affects different groups of people in different ways and whether there is adverse impact on a group.

This form is to be used for new and existing policies and service developments, where a question is not applicable to your assessment, please indicate.

Managers Name Director of Human Resources	Directorate Human Resources
Policy Title Agency Staff Employment Procedure (HR 27)	
Policy Statement There may be occasions when it is necessary for a department to use Agency staff. Agency staff should only be used to cover for long term absence e.g. maternity leave. A direct approach to agencies must not be used for staff groups that may be accessed through NHS Professionals bank arrangements. Agency staff should not be used to cover A & C posts.	
Which groups does the policy benefit All staff groups except medical locums.	
Related polices that may be affected by changes	
Names of staff and public (if applicable) who participated in the assessment, date of assessment Assistant Director of Human Resources Head of Organisational Development Organisational Development Facilitator 29.05.08	

Indicate Y or N in each Box below in answer to following questions/statements

	AGE	DISABILITY	RACE	RELIGION & BELIEF	GENDER	SEXUAL ORIENTATION
Do different groups have different needs, experiences, issues and priorities in relation to the policy.	N	N	N	N	N	N
Is there potential for, or evidence that the policy will promote equality of opportunity for all.	N	N	N	N	N	N
Is there potential for, or evidence that, the policy will affect Different population groups differently (including possible discrimination against certain groups)	N	N	N	N	N	N
Is there public concern in the policy area about actual, received or potential discrimination against a particular population or groups	N	N	N	N	N	N
Is there doubt about answers to any of the above questions	N	N	N	N	N	N

If the answer to any of the above is 'yes' an Intermediate assessment in the relevant area(s) is required.

Intermediate Assessment

Identify extra information/research to clarify whether there is an adverse risk: Neutral

The agencies used are part of PASA which adhere to national guidelines and legislation and are ethical to ensure equitable recruitment practices.