

**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.

<p><b>Managers Name</b></p> <p>Director of Human Resources</p>	<p><b>Directorate</b></p> <p>Human Resources</p>
<p><b>Policy Title</b></p> <p>Bank Staff Employment Procedure (HR 28)</p>	
<p><b>Policy Statement</b></p> <p>The Trust recognises the need to use bank staff at times when permanent staffing levels are reduced due to annual leave, sickness and study leave etc. Wherever possible managers should plan for these absences and arrange cover from within the day to day staffing establishment by using the appropriate skill mix and staff available. Bank staff should only be used when all other options have been considered.</p>	
<p><b>Which groups does the policy benefit</b></p> <p>All staff groups (except medical staff)</p>	
<p><b>Related polices that may be affected by changes</b></p> <p>Recruitment and Selection Policy</p>	
<p><b>Names of staff and public (if applicable) who participated in the assessment, date of assessment</b></p> <p>Assistant Director of Human Resources Head of Organisational Development Organisational Development Facilitator 29.05.08</p>	

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

Recruitment diversity monitoring (including ethnicity) includes Bank staff reported to governance committees and Trust Board as appropriate to ensure equality of opportunity.