

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 Disciplinary Procedure (HR 1)	
Policy Statement It is Trust policy to ensure that fair and effective arrangements exist for dealing with disciplinary matters and that common standards are observed throughout the Trust. To ensure that all disciplinary matters are handled fairly, consistently, constructively, speedily and with full consideration of any extenuating circumstances.	
Which groups does the policy benefit All staff groups	
Related polices that may be affected by changes Grievance Procedure 'Whistle Blowing' Policy	
Names of staff and public (if applicable) who participated in the assessment, date of assessment Assistant Director of Human Resources Head of Organisational Development 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 with effective monitoring arrangements.	Y	Y	Y	Y	Y	Y
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	Y	Y	Y	Y	Y	Y

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:

Monitoring (including) ethnicity data with be reported to governance committees and Trust Board to ensure minority groups are not Neutral disproportionately disadvantaged.