

# Dudley Group NHS Foundation Trust: Equality Impact Assessment

## Step 2 - Screening Tool

Please complete the following when screening your policy or service for potential impact on equality groups.

<b>1. Name of lead</b>	Alexandra Bayliss
Contact number & email	3253 <a href="mailto:Alexandra.bayliss@dgh.nhs.uk">Alexandra.bayliss@dgh.nhs.uk</a>
Directorate or Department and Team	Human Resources
<b>2. Name of service or policy</b>	Annual Leave Policy and Guidance (non Medical Staff)
Is this a new or existing piece of work?	Existing
<b>3. Target audience</b> e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Applies to all substantive, non medical employees of the Trust
<b>4. What are the aims of the service/policy?</b> i.e. what does the policy or service hope to achieve?	To ensure there is a fair and consistent approach to the authorising and provision of annual leave; whilst maintaining agreed staffing levels to ensure consistency of service delivery
<b>5. Does any part of this service or policy have the potential to have an adverse impact based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation?</b> <i>If No, please provide brief reasons.</i>	No, this policy applies equally to all substantive personnel regardless of status or protected characteristic. .
<b>6. Are there any factors that could lead to different outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation?</b> <b>If No, please provide brief reasons.</b>	No, as the policy is applied objectively and supportively with the provision for annual leave the outcomes/satisfaction levels would not vary on equality grounds.

If you have answered yes to any of questions 5 or 6, you must now complete a full Equality Impact Assessment using the proforma provided by the Trust.

If you have answered No to all of the above questions, a full assessment is not required. Please complete the following sign-off section and send a copy to your Head of Service, Matron or Head of Department as appropriate and when approved to Clinical Audit and Governance, with a copy of your policy.

**Name of person completing this screening:** Alexandra Bayliss

**Job Title:** Human Resources Specialist

**Date sent to Head of Service, Matron or Head of department:** Annette Reeves

**Date sent to Clinical Audit and Governance:** 19 March 2013

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3807