

Equality Impact Assessment

Step 2 - Screening Tool

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

1. Name of lead	Annette Reeves
Contact number & email	01384 456111 Annette.Reeves@dgh.nhs.uk
Directorate or Department and Team	Human Resources
2. Name of service or policy	Capability Policy
Is this a new or existing piece of work? Policy Version: 2.0	Existing
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	This policy applies to all employees of the Trust.
4. What are the aims of the service/ policy? i.e. what does the policy or service hope to achieve?	The purpose of this policy is to facilitate the improvement of underperformance resulting from an individual's competence or capability. This provides a framework whereby Managers can work with employees to address under performance in a positive non-adversarial way, where the emphasis will lie in developing and supporting staff to help them achieve satisfactory standards of performance, where possible.
5. Does any part of this service or policy have the potential to have an adverse impact based on a person's Age, Disability, Gender re-assignment, Marriage and civil partnership (but only in respect of eliminating unlawful discrimination); Pregnancy and Maternity, Race (this includes ethnic or national origins, colour or nationality), Religion or belief (this includes lack of belief), Sex, Sexual orientation. If No, please provide brief reasons.	No. This policy applies equally to all employees and is based on evidenced and documented skills and ability of the affected employee to perform their duties.
6. Are there any factors that could	No. The process is the same for all

<p>lead to different outcomes or satisfaction levels based on people's Age, Disability, Gender re-assignment, Marriage and civil partnership (but only in respect of eliminating unlawful discrimination); Pregnancy and Maternity, Race (this includes ethnic or national origins, colour or nationality), Religion or belief (this includes lack of belief), Sex, Sexual orientation.</p> <p>If No, please provide brief reasons.</p>	<p>employees regardless of their status, or protected characteristic.</p>
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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 of this screening to your Head of Service, Matron or Head of Department as appropriate for approval of the EIA.

The EIA and Policy are to be forwarded to Clinical Audit and Governance for review at Policy Review Group.

Name of person completing this screening: Alexandra Bayliss

Job Title: HR Specialist

Date sent to Associate Director of HR: 21/08/2013

Date sent to Head of Communications, Trust HQ: 23rd October 2013

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3251