

## Dudley Group of Hospitals: Equality Impact Assessment

<b>1. Name of lead</b>	Moira Mathers
Contact number & email	01384 456111 ext 1068 <a href="mailto:Moira.mathers@dgoh.nhs.uk">Moira.mathers@dgoh.nhs.uk</a>
Directorate or Department and Team	Human Resources
<b>2. Name of service or policy</b>	Disciplinary
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	All 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 provide managers with a process to deal with staff regarding conduct issues
<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 – the policy applies equally to all. To ensure equality in application reasonable adjustments can be made to a criterion or practice of the policy as is necessary.
<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 reasonable adjustments 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 of this screening to your Head of Service, Matron or Head of Department as appropriate **and** to Liz Abbiss, Head of Communications at Trust HQ.

**Name of person completing this screening: Moira Mathers**

**Job Title: HR Manager**

**Date sent to Head of Service, Matron or Head of department:  
October 2011**

**Date sent to Head of Communications, Trust HQ:  
October 2011**