

## 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>	Dean Summlar
Contact number & email	<a href="mailto:Dean.summlar@dgh.nhs.uk">Dean.summlar@dgh.nhs.uk</a>
Directorate or Department and Team	Human Resources - Workforce
<b>2. Name of service or policy</b> <b>2.1 Version</b>	Pre-employment Checks Policy v2
Is this a new or existing piece of work?	Existing policy, replaced by this version
<b>3. Target audience</b> e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Staff who are recruited to the organisation as well as internal staff for specific checks as detailed in the policy.
<b>4. What are the aims of the service/policy?</b> i.e. what does the policy or service hope to achieve?	Provide a process for ensuring six mandatory employment checks are in place for all new recruits and existing staff complete the necessary checks during ongoing employment.
<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 to all individuals regardless of the nine strands of diversity.
<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, this policy applies to all individuals regardless of the nine strands of diversity. No outcomes or factors implemented as a result of this policy are based on any of the nine strands of diversity.

Pre - Employment Checks,  
Version - 2

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:**

**Job Title: Senior Hr Business Partner - Workforce**

**Date sent to Head of Service, Matron or Head of department: June 2012**

**Date sent to Head of Communications, Trust HQ: Jan 2013**

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