

THE DUDLEY GROUP NHS FOUNDATION TRUST - Equality Impact Assessment

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

1. Name of lead	Sharon Phillips
Contact number & email	Ext 1089 sharon.phillips@dgh.nhs.uk
Directorate or Department and Team	Governance Department
2. Name of service or policy	Procedural Document Development and Management Policy
2.1 Version	V8
Is this a new or existing piece of work?	Review of previous policy
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	All staff involved in developing, implementing, monitoring and reviewing a procedural document
4. What are the aims of the service/policy?	The aim of this policy is to standardise the format of all procedural documents and clarify the steps that must be taken to develop and secure approval for all new or reviewed strategies, policies, procedures or guidelines to be used within DGNHSFT.
5. Does any part of this service/policy have a <i>positive impact</i> on our duty to promote good race relations, eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.	No this policy relates to the overall process for developing and managing procedural documents.
6. Could any part of this service/policy have an adverse impact on our duty to promote good race relations eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender,	No (as above)

religion/belief or sexual orientation? If No, please provide brief reasons.	
7. Are there any factors that could lead to differential take-up, outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.	No this policy will not impact in this way. It relates to the overarching development process and management structure of Procedural Documents as a whole.

If you have answered yes to any of questions 5-7, 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: Sharon Phillips

Job Title: Risks and Standards Manager

Date sent to Head of Service, Matron or Head of department: 23/08/2013

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