

Dudley Group of Hospitals: 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	Rachael Bailes
Contact number & email	01384 456111
Directorate or Department and Team	HR Directorate Learning and Development Team
2. Name of service or policy	Staff Appraisal Policy
Is this a new or existing piece of work?	New Policy
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	This policy applies to all permanently employed Trust. It excludes Directors and Medical and Dental staff.
4. What are the aims of the service/policy? i.e. what does the policy or service hope to achieve?	A process and guidance for the completion and standards for annual staff appraisal.
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? <i>If No, please provide brief reasons.</i>	No
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? If No, please provide brief reasons.	No

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: Rachael Bailes Senior Learning and Development Business Partner

Date sent to Head of Service, Matron or Head of department:

July 2012

Date sent to Head of Communications, Trust HQ:

TBC

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