

Equality Impact Assessment

Step 2 - Screening Tool

Please complete the following when screening your service or policy (including all procedural documents e.g. strategies, guidelines, procedures, protocols and SOP's) for potential impact on equality groups.

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| 1. Name of lead | Alexandra Bayliss |
| Contact number & email | Ext: 3253, Alexandra.Bayliss@DGH.NHS.UK |
| Directorate or Department and Team | Human Resources |
| 2. Name of service or policy | Flexible Employment Options Policy |
| Is this a new or existing piece of work? | Existing |
| Policy Version: | Version 1.0 |
| 3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff | The principles of this policy and procedure apply to all Employees, anyone seconded to the Trust or contracted to provide specific services. |
| 4. What are the aims of the service/ policy? i.e. what does the policy or service hope to achieve? | As an equal opportunities employer the Trust recognises the many competing pressures that employees face in maintaining a healthy balance between their work and home lives. The Trust aims to be an employer and a service of choice. Therefore, the Trust is aware of its obligations to employees and workers of all categories, the community we serve and the quality of the service we deliver. |
| 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. | No, All employee requests for flexible working are objectively assessed against the needs of the service and the resource available to cover for any lost or reduced hours or for any reduction in responsibilities. On this basis all applications are assessed using the same criteria; therefore minimising opportunity for discrimination |

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| If No, please provide brief reasons. | |
| 6. Are there any factors that could 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. | No, Where there is any dispute or where the employee is dissatisfied with the decision of a line Manager the policy and associated guide describe the appeals process which will ensure an independent review of the application and the reasons why the application was declined. |
| If No, please provide brief reasons. | |

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.

In addition, for all Procedural Documents please forward the EIA with your final draft copy of your document to the Clinical Audit and Effectiveness Department for review at Policy Group.

Name of person completing this screening: Alexandra Bayliss

Job Title: Human Resources Specialist

Date sent to Associate Director of Human Resources: 06 September 2013

Date sent to Clinical Audit & Effectiveness Department (EIA's for procedural documents only): 06 September 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