

# Dudley Group of Hospitals: Equality Impact Assessment

## Screening Tool

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

<b>1. Name of lead</b>	Lynn Hinton
Contact number & email	Ext1121 Lynn.hinton@dgh.nhs.uk
Directorate or Department and Team	Finance Department
<b>2. Name of service or policy</b>	Guide to Managing Your Charitable Funds
Is this a new or existing piece of work?	Existing policy
<b>3. Target audience</b> e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Internal staff – charity fund managers
<b>4. What are the aims of the service/policy?</b>	Staff awareness for the procedures relating to receipting, expenditure, fundraising and administration of charity money
<b>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?</b> If No, please provide brief reasons.	Policy relates to all funds of the charity and should have a positive impact on all patients treated at Dudley Group of Hospitals, eliminates discrimination to all patients.
<b>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, religion/belief or sexual orientation?</b> If No, please provide brief reasons.	No – all patients to be treated equally and the policy applies to all funds and any relevant wards or departments.

<p><b>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.</b></p>	<p>No – All funds should be managed equally and in line with the procedure.</p>
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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: Lynn Hinton**

**Job Title: Treasury Manager**

**Date sent to Head of Service, Matron or Head of department: 22/06/11**

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