

Dudley Group of Hospitals: Equality Impact Assessment

1. Name of lead	Moira Mathers
Contact number & email	01384 456111 ext 1068 Moira.mathers@dgoh.nhs.uk
Directorate or Department and Team	Human Resources
2. Name of service or policy	Retirement
Is this a new or existing piece of work?	Existing
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	All Employees of the Trust
4. What are the aims of the service/policy? i.e. what does the policy or service hope to achieve?	To provide a process for staff to follow when notifying the Trust of their intentions to retire.
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 – the policy applies equally to all. To ensure equality in application reasonable adjustments can be made to a criterion or practice of the policy as is necessary.
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 as the policy is applied objectively and supportively with the provision for reasonable adjustments the outcomes/satisfaction levels would not vary on equality grounds.

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: Moira Mathers

Job Title: HR Manager

**Date sent to Head of Service, Matron or Head of department:
September 2011**

**Date sent to Head of Communications, Trust HQ:
September 2011**