

## Equality and Diversity - Policy Screening Checklist

<b>Policy/Service Title:</b> Infection control policy for the Bedfont Pico+ carbon monoxide monitor. Solihull Stop Smoking Service	<b>Directorate:</b> Community services
<b>Name of person/s auditing/developing/authoring a policy/service:</b> Sarah Stables	
<b>Aims/Objectives of policy/service:</b> to define a systematic approach and required standards for the development, ratification, implementation, monitoring, review and retirement of Policies and associated Procedures.	

**Policy Content:**

- For each of the following check the policy/service is sensitive to people of different age, ethnicity, gender, disability, religion or belief, and sexual orientation?
- The checklists below will help you to see any strengths and/or highlight improvements required to ensure that the policy/service is compliant with equality legislation.

1. Check for DIRECT discrimination against any group of SERVICE USERS:						
Question: Does your policy/service contain any statements/functions which may exclude people from using the services who otherwise meet the criteria under the grounds of:	Response		Action required		Resource implication	
	Yes	No	Yes	No	Yes	No
1.1 Age?		x		x		x
1.2 Gender (Male, Female and Transsexual)?		x		x		x
1.3 Disability?		x		x		x
1.4 Race or Ethnicity?		x		x		x
1.5 Religious, Spiritual belief (including other belief)?		x		x		x
1.6 Sexual Orientation?		x		x		x
1.7 Human Rights: Freedom of Information/Data Protection		x		x		x
If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.						
2. Check for INDIRECT discrimination against any group of SERVICE USERS:						
Question: Does your policy/service contain any statements/functions which may exclude employees from operating the under the grounds of:	Response		Action required		Resource implication	
	Yes	No	Yes	No	Yes	No

2.1	Age?		X		X		X
2.2	Gender (Male, Female and Transsexual)?		X		X		X
2.3	Disability?		X		X		X
2.4	Race or Ethnicity?		X		X		X
2.5	Religious, Spiritual belief (including other belief)?		X		X		X
2.6	Sexual Orientation?		X		X		X
2.7	Human Rights: Freedom of Information/Data Protection		X		X		X

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

**TOTAL NUMBER OF ITEMS ANSWERED 'YES' INDICATING DIRECT DISCRIMINATION =**

**3. Check for DIRECT discrimination against any group relating to EMPLOYEES:**

	Question: Does your policy/service contain any conditions or requirements which are applied equally to everyone, but disadvantage particular persons' because they cannot comply due to:	Response		Action required		Resource implication	
		Yes	No	Yes	No	Yes	No
3.1	Age?		X		X		X
3.2	Gender (Male, Female and Transsexual)?		X		X		X
3.3	Disability?		X		X		X
3.4	Race or Ethnicity?		X		X		X
3.5	Religious, Spiritual belief (including other belief)?		X		X		X
3.6	Sexual Orientation?		X		X		X
3.7	Human Rights: Freedom of Information/Data Protection		X		X		X

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

**4. Check for INDIRECT discrimination against any group relating to EMPLOYEES:**

	Question: Does your policy/service contain any statements which may exclude employees from operating the under the grounds of:	Response		Action required		Resource implication	
		Yes	No	Yes	No	Yes	No
4.1	Age?		X		X		X
4.2	Gender (Male, Female and Transsexual)?		X		X		X
4.3	Disability?		X		X		X
4.4	Race or Ethnicity?		X		X		X

<b>4.5</b>	Religious, Spiritual belief (including other belief)?		<b>x</b>		<b>x</b>		<b>x</b>
<b>4.6</b>	Sexual Orientation?		<b>x</b>		<b>x</b>		<b>x</b>
<b>4.7</b>	Human Rights: Freedom of Information/Data Protection		<b>x</b>		<b>x</b>		<b>x</b>
<p>If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.</p>							
<p><b>TOTAL NUMBER OF ITEMS ANSWERED 'YES' INDICATING INDIRECT DISCRIMINATION = 0</b></p>							

**Signatures of authors/auditors: Sarah stables**

**Date of signing: 12/10/2011**

## Equality Action Plan/Report

**Directorate:** Community Services

**Service/Policy:** Infection Control Policy For The Bedfont Pico+Carbon Monoxide Monitor

**Responsible Manager:** Sarah stables

**Name of Person Developing the Action Plan:** Sarah stables

**Consultation Group(s):**

**Review Date:**

The above service/policy has been reviewed and the following actions identified and prioritised. All identified actions must be completed by:

<b>Action:</b>	<b>Lead:</b>	<b>Timescale:</b>
Rewriting policies or procedures	Stop smoking service manager	3 yearly
Stopping or introducing a new policy or service	As above	When required
Improve/increased consultation	Stop smoking service manager	When required
A different approach to how that service is managed or delivered	Stop smoking service manager	When required
Increase in partnership working	As above	As above
Monitoring	Stop smoking service manager	6 monthly/induction to service
Training/Awareness Raising/Learning	Stop smoking service manager	6 monthly update sessions/induction
Positive action	As above	When required
Reviewing supplier profiles/procurement arrangements	As above	As above
A rethink as to how things are publicised	As above	As above
Review date of policy/service and EIA:	As above	3 yearly

this information will form part of the Governance Performance Reviews		
If risk identified, add to risk register. Complete an Incident Form where appropriate.	As above	As above

**When completed please return this action plan to the Trust Equality and Diversity Lead; Pamela Chandler or Jane Turvey. The plan will form part of the quarterly Governance Performance Reviews.**

Signed by Responsible Manager:  Date: