

Equality and Diversity - Policy Screening Checklist

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| Policy/Service Title: | Directorate: |
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Name of person/s auditing/developing/authoring a policy/service:

Aims/Objectives of policy/service:

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: | <i>Response</i> | | Action required | | <i>Resource implication</i> | | |
| | Yes | No | Yes | No | Yes | No | |
| 1.1 Age? | | | | | | | |
| 1.2 Gender re-assignment? | | | | | | | |
| 1.3 Disability? | | | | | | | |
| 1.4 Race or Ethnicity? | | | | | | | |
| 1.5 Religion or belief (including lack of belief)? | | | | | | | |
| 1.6 Sex? | | | | | | | |
| 1.7 Sexual Orientation? | | | | | | | |
| 1.8 Marriage & Civil partnership? | | | | | | | |
| 1.9 Pregnancy & Maternity? | | | | | | | |
| <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> | | | | | | | |

| 2. Check for INDIRECT discrimination against any group of SERVICE USERS: | | | | | | | |
|--|-----------------|----|------------------------|----|-----------------------------|----|--|
| Question: Does your policy/service contain any statements/functions which may exclude people from using the services under the grounds of: | <i>Response</i> | | Action required | | <i>Resource implication</i> | | |
| | Yes | No | Yes | No | Yes | No | |
| 2.1 Age? | | | | | | | |
| 2.2 Gender re-assignment? | | | | | | | |
| 2.3 Disability? | | | | | | | |
| 2.4 Race or Ethnicity? | | | | | | | |
| 2.5 Religion or belief (including lack of belief)? | | | | | | | |
| 2.6 Sex? | | | | | | | |

| | | | | | | | |
|-----|-------------------------------|--|--|--|--|--|--|
| 2.7 | Sexual Orientation? | | | | | | |
| 2.8 | Marriage & Civil partnership? | | | | | | |
| 2.9 | Pregnancy & Maternity? | | | | | | |

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 statements which may exclude employees from implementing the service/policy under the grounds of: | | Response | | Action required | | Resource implication | |
|--|--|----------|----|-----------------|----|----------------------|----|
| | | Yes | No | Yes | No | Yes | No |
| 3.1 | Age? | | | | | | |
| 3.2 | Gender re-assignment? | | | | | | |
| 3.3 | Disability? | | | | | | |
| 3.4 | Race or Ethnicity? | | | | | | |
| 3.5 | Religion or belief (including lack of belief)? | | | | | | |
| 3.6 | Sex? | | | | | | |
| 3.7 | Sexual Orientation? | | | | | | |
| 3.8 | Marriage & Civil partnership? | | | | | | |
| 3.9 | Pregnancy & Maternity? | | | | | | |

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 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 |
| 4.1 | Age? | | | | | | |
| 4.2 | Gender re-assignment? | | | | | | |
| 4.3 | Disability? | | | | | | |
| 4.4 | Race or Ethnicity? | | | | | | |
| 4.5 | Religion or belief (including lack of belief)? | | | | | | |
| 4.6 | Sex? | | | | | | |
| 4.7 | Sexual Orientation? | | | | | | |
| 4.8 | Marriage & Civil partnership? | | | | | | |
| 4.9 | Pregnancy & Maternity? | | | | | | |

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 INDIRECT DISCRIMINATION =

Signatures of authors / auditors:

Date of signing:

Equality Action Plan/Report

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|---|
| Directorate: |
| Service/Policy: |
| Responsible Manager: |
| Name of Person Developing the Action Plan: |
| 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 the date:

| Action: | Lead: | Timescale: |
|--|--------------|-------------------|
| Rewriting policies or procedures | | |
| Stopping or introducing a new policy or service | | |
| Improve /increased consultation | | |
| A different approach to how that service is managed or delivered | | |
| Increase in partnership working | | |
| Monitoring | | |
| Training/Awareness Raising/Learning | | |
| Positive action | | |
| Reviewing supplier profiles/procurement Arrangements | | |
| A rethink as to how things are publicised | | |
| Review date of policy/service and EIA: this information will form part of the Governance Performance Reviews | | |
| If risk identified, add to risk register. Complete an Incident Form where appropriate. | | |

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:

