

## Equality and Diversity - Policy Screening Checklist

<b>Policy Title: Retention and Disposal of Records</b>	<b>Directorate: Safety and Governance</b>
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**Name of person authoring a policy/service: Information Governance Manager**

**Aims/Objectives of policy/service:**

- To set out standards for retention and disposal of records across the Trust.
- To clarify the minimum retention period that applies to all NHS records.
- To explain the responsibilities of individuals and committees in relation to the retention and disposal of records

**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?		*				
1.2 Gender (Male, Female and Transsexual)?		*				
1.3 Disability?		*				
1.4 Race or Ethnicity?		*				
1.5 Religious, Spiritual belief (including other belief)?		*				
1.6 Sexual Orientation?		*				
1.7 Human Rights: Freedom of Information/Data Protection		*				

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?		*				
2.2 Gender (Male, Female and Transsexual)?		*				
2.3 Disability?		*				
2.4 Race or Ethnicity?		*				

2.5	Religious, Spiritual belief (including other belief)?		*				
2.6	Sexual Orientation?		*				
2.7	Human Rights: Freedom of Information/Data Protection		*				

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?		*				
3.2 Gender (Male, Female and Transsexual)?		*				
3.3 Disability?		*				
3.4 Race or Ethnicity?		*				
3.5 Religious, Spiritual belief (including other belief)?		*				
3.6 Sexual Orientation?		*				
3.7 Human Rights: Freedom of Information/Data Protection		*				

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?		*				
4.2 Gender (Male, Female and Transsexual)?		*				
4.3 Disability?		*				
4.4 Race or Ethnicity?		*				
4.5 Religious, Spiritual belief (including other belief)?		*				
4.6 Sexual Orientation?		*				
4.7 Human Rights: Freedom of Information/Data Protection		*				

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**

<b>Directorate:</b>
<b>Service/Policy:</b>
<b>Responsible Manager:</b>
<b>Name of Person Developing the Action Plan:</b>
<b>Consultation Group(s):</b>
<b>Review Date:</b>

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

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:

