

Equality and Diversity - Policy Screening Checklist

Policy/ Title: Information Governance Policy	Directorate: Safety and Governance
Name of person authoring a policy: Information Governance Manager	
<ul style="list-style-type: none"> • Aims/Objectives of policy: • To provide clear statement of direction to support commitment to information governance • To outline the framework to support HEFT to deliver its objectives and statutory requirements • To define roles and responsibilities with regard to information governance 	

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 =

