



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: **HR006 Policy on Employment History and Reference Checks**

Is it new? Yes

(If revised, please attach a copy of the original Equality Impact Assessment.)

Senior Manager Responsible: Caron Hitchen

Department HR

Equality Impact Assessment Screening Team

Name	Department	Role
Marcus Whalley	HR	
Greg Smith	HR	
Greta Jenkins	HR	
Steve Sale	HR/Ops	Critical Friend

Date of screening 13/1/2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



Please summarize below the aims and objectives of this policy/service/function etc. including any intended outcomes.

The objective is to provide guidance in that.

- (a) References are requested appropriately through HR departments to avoid duplication of requests and unnecessary delays;
- (b) The information provided by either the LAS or by other employers is legitimate and can be verified from a central point of contact
- (c) The information obtained by the LAS is used appropriately to make a recruitment decision

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

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Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sexual Orientation	Neutral	

Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

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- 1) the Policy reflects the mandatory requirements of the Employment history and reference checks documents (NHS Employers June 2009)
- 2) All references will be sought and provided in line with the Trust's Recruitment and Selection Policy. All references will be managed in accordance with the Data Protection Act 1998
- 3) All appointments will be made in line with the NHS Employment Check standards and will include consideration of information from the CRB and Independent Safeguarding Authority where appropriate

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

Name of Director: Caron Hitchen

Signature:

Date: 26 Oct 2010

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