



**INITIAL SCREENING TOOL**

**Title of policy/service/function/procedure/programme/ or strategy being assessed: TP051 Expenses Policy**

(Please remember that even informal policies & procedures need to be equality analysed.)

**Is it new**  **or revised**

(If revised, please attach a copy of the original Equality Analysis.) not available

**Senior Manager Responsible** Tony Crabtree

**Department** Human Resources

**Section** \_\_\_\_\_

**EQUALITY ANALYSIS SCREENING TEAM** (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend).)

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<b>Name</b>	<b>Department</b>	<b>Role</b>
Tony Crabtree	Employee Services	Colleague
Steve Sale	HR	Colleague
Eddie Brand	Staff Side	<b>Critical friend</b>

**Date of screening**                      10 August 2012

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

To describe and confirm the circumstances under which staff may claim allowances or reimbursement of expenses incurred in the course of their employment.

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

The policy applies to all Trust staff.

**Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a “protected characteristic” group, whether service users, staff or other stakeholders**

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<b>“Protected Characteristic Group”</b>	<b>Is there likely to be a positive or neutral impact in regard to:</b>	<b>If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for a “protected characteristic” group or for another reason?</b>
<b>Age</b>	No	
<b>Disability</b>	No	
<b>Gender Reassignment</b>	No	
<b>Marriage and Civil Partnership (duty only applies to elimination of discrimination)</b>	No	
<b>Pregnancy and Maternity</b>	No	
<b>Race</b>	No	
<b>Religion or Belief</b>	No	
<b>Sex</b>	No	
<b>Sexual Orientation</b>	No	

**Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?**

**Yes**

Supports work with the community by allowing staff to reclaim expenses incurred on e.g. external and school visits or training activity.aff may claim

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**Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – 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.**

School visits; young citizens, knife crime campaign, road safety campaign etc

**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  Yes

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

**You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any “protected characteristic” group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.**

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n/a

If you have only identified a neutral or positive impact on any “protected characteristic” 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: 16 August 2012

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