



LA035

EQUALITY ANALYSIS

INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: HR029 Policy on appointments/placements/transfers etc. in circumstances of close personal relationships between employees

(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.)

Senior Manager Responsible Andrew Buchanan

Department Human Resources

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

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)).

Name	Department	Role
Andrew Buchanan	HR	
Lindsay Koppenhol	HR	
Steve Sale	HR/Operations	Critical friend

Date of screening 31/7/15

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

To provide guidance for managers when dealing with appointments, training etc. of individual employees when it is known that there are close personal relationships (past or present) between those involved.

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

The guidelines are applicable to all Trust employees and cover family (including parents/children) and other close personal relationships. It is intended as a governance measure to protect all concerned.

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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

“Protected Characteristic 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 a “protected characteristic” group or for another reason?
Age	None	
Disability	None	
Gender Reassignment	None	
Marriage and Civil Partnership (duty only applies to elimination of discrimination)	None	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	

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?

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No.

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.

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.

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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.

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 Assistant Director: Tony Crabtree

Signature:

Date: 4/8/15

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