

# Equality Impact Assessment Procedure Template

## 1. Initial Screening Process

1.1 Title of the policy/procedure/function/service	
Confidentiality Code of Conduct for Staff	
1.2 Directorate/Department	
Human Resources	
1.2 Name of the person responsible for this Equality Impact Assessment	
Mary Sampson and Priti Bhatt	
1.3 Date of Completion	
25 <sup>th</sup> June 2010	
1.4 Aims and Purpose of this policy/procedure/function/service	
The Code provides an outline for staff in the processing of sensitive personal information	
1.5 Is this a new or existing policy/procedure/function/service	
Existing	
1.7 Examination of Available Evidence – Tick evidence used	
<i>Census Data for UK</i>	<input type="checkbox"/>
<i>Census Data for London</i>	<input type="checkbox"/>
<i>Census Data for Local Authority Area</i>	<input type="checkbox"/>
<i>Trust Workforce Data</i>	<input type="checkbox"/>
<i>Trust Patient Data</i>	<input type="checkbox"/>
<i>National Patients Survey</i>	<input type="checkbox"/>
<i>Trust Patients Survey</i>	<input type="checkbox"/>
<i>Complaints Summaries</i>	<input type="checkbox"/>
<i>Other Internal Research/Survey/Consultation/Audit (please list)</i>	
<i>Other External Research/Survey/Consultation/Audit (please list)</i>	
What is the summary of the available evidence?	
The Trust has had a few issues surrounding individual staff members understanding the handling of confidentiality information. The Code sets out the professional standards expected for all staff to adhere to.	

1.8 Does the evidence indicate that there is, or is the potential to be any significant impact on anyone or any group in relation to the following equality strands?		
<b>Strand</b>	<b>Yes/No/Insufficient Data</b>	<b>Justified Yes/No</b>
Ethnicity/Race	No	No
Disability	No	NO
Gender/Sex	NO	NO
Religion/Belief	NO	NO
Sexual Orientation	No	No
Age	NO	No
Human Rights	No	No
If further evidence is required to complete this section, take steps to obtain to <b>before</b> proceeding with the assessment. If the review of evidence indicates that there is a significant unjustified impact, a Full Equality Impact Assessment must be carried out.		
1.9 No further evidence Required. Skip to Section 5.		✓
1.10 Full Equality Impact Assessment required. Continue to Section 2 below.		□

## 2. Full Equality Impact Assessment

2.1 Describe the aims of the parts of the policy causing concern?
2.2 Who is intended to be affected by the policy?
2.3 How does this policy fit with the Trust's wider aims?
2.4 Describe how is this policy, service or function put into practice?
<b>2.5 Age: Testing of disproportionate or adverse impact</b>
2.5a How are younger and older people reflected in the take-up of the service or in benefiting from the policy?
2.5b Describe how the policy has a significant impact on younger and older people
2.5c Do any of the differences amount to an adverse impact or unlawful discrimination?

**2.6 Race: Testing of disproportionate or adverse impact**

2.6a How are people reflected in the take-up of the service or in benefiting from the policy in relation to ethnicity, race nationality or national origin?

2.6b Describe how the policy has a significant impact on people in relation to ethnicity, race nationality or national origin?

2.6c Do any of the differences amount to an adverse impact or unlawful discrimination?

**2.7 Religion or Belief: Testing of disproportionate or adverse impact**

2.7a How are people reflected in the take-up of the service or in benefiting from the policy or function in religion or belief? (including other philosophies, or those with no religious belief)

2.7b Describe how the policy has a significant impact on people in relation to religion or belief? (including other philosophies, or those with no religious belief)

2.7c Do any of the differences amount to an adverse impact or unlawful discrimination?

**2.8 Disability: Testing of disproportionate or adverse impact**

2.8a How are disabled people reflected in the take-up of the service or in benefiting from the policy or function?

2.8b Describe how the policy has a significant impact on disabled people?

2.8c Do any of the differences amount to an adverse impact or unlawful discrimination?

**2.9 Gender: Testing of disproportionate or adverse impact**

2.9a How are women/men/transgender people reflected in the take-up of the service or in benefiting from the policy or function?

2.9b Describe how the policy has a significant impact on people because of their gender, sex (including gender reassignment) or because they are married or civil partners?

2.9c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.10 Sexual Orientation: Testing of disproportionate or adverse impact</b>
2.10a How are Lesbian, Gay and Bisexual people reflected in the take-up of the service or in benefiting from the policy or function?
2.10b Describe how the policy has a significant impact on Lesbian, Gay and Bisexual people
2.10c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.11 Human Rights: testing of disproportionate or adverse impact</b>
2.11a Describe how the policy has a significant impact on Human Rights?
2.11b Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.12 Equality of Opportunity</b>
Describe how the policy will promote equality of opportunity between different groups; including taking account of disabled people's disabilities, even where that involves treating disabled people more favourably than other persons.
<b>2.13 Eliminating Discrimination</b>
Describe how the policy will eliminate unlawful discrimination – both direct and indirect.
<b>2.14 Eliminating Harassment</b>
Describe how the policy will eliminate harassment of people for any reason.
<b>2.15 Promoting Positive Attitudes</b>
Describe how the policy will promote positive attitudes towards others.
<b>2.16 Promoting Participation</b>
Describe how the policy will encourage participation in public life.

### 3. Action Plan

**3.1 Summary of recommendations for improvement** (*Recommendations should be SMART – specific, measurable, achievable, realistic and timely*).

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### 4. Stakeholder Involvement and Consultation

*4.1 Describe stakeholder involvement and consultation in the Equality Impact Assessment.*

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### 5. Monitoring Arrangements

5.1 Describe how the actions put into place to eliminate or reduce any unjustified negative impact will be monitored, including timeframes and accountability.

Policy will be reviewed in 3 years

### 6. Completion

**You should now:**

- Undertake formal consultation on your findings
- Make any amendments in response to the results of the consultation
- Publish your results (see guidance) and submit a copy to the Equality and Diversity Manager.