

Dudley Group of Hospitals: Equality Impact Assessment

Step 2 - Screening Tool

Please complete the following when screening your policy or service for potential impact on equality groups.

1. Name of lead	Annette Reeves
Contact number & email	01384456111 Annette.Reeves@DGH.NHS.uk
Directorate or Department and Team	Human Resources
2. Name of service or policy	Deferring Pay Progression Policy & Procedure Version 2.0
Is this a new or existing piece of work?	New
3. Target audience	This policy and process is applicable to all employees employed on Agenda for Change Terms and Conditions.
4. What are the aims of the service/policy?	This document outlines the Trust commitment to ensuring that all employees within the Trust have the skills to perform their roles to ensure the patient and their safety remains at the centre of our service delivery.
5. Does any part of this service or policy have the potential to have an adverse impact based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? <i>If No, please provide brief reasons.</i>	No, this is an overarching policy introduced to accommodate Agenda for Change Terms and Conditions that are nationally negotiated. This policy affects other HR policies that will have their own Equality Impact Assessment.
6. Are there any factors that could lead to different outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation? <i>If No, please provide brief reasons.</i>	No, this policy only affects those employees who hold Agenda for Change contracts of employment; is supportive of the employee's training and development and service delivery to our patients.

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If you have answered yes to any of questions 5 or 6, you must now complete a full Equality Impact Assessment using the proforma provided by the Trust.

If you have answered **no** to all of the above questions, a full assessment is not required. Please complete the following sign-off section and send a copy of this screening to your Head of Service, Matron or Head of Department as appropriate for approval of the EIA.

The EIA and Policy are to be forwarded to Clinical Audit and Governance for review at Policy Review Group.

Name of person completing this screening: Alexandra Bayliss

Job Title: HR Specialist

Date sent to Associate Director of HR: 31 July 2013

Date sent to Clinical Audit and Governance: 31 July 2013

Date sent to Head of Communications, Trust HQ: 23rd October 2013

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3251