

Dudley Group of Hospitals: Equality Impact Assessment

Screening Tool

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

1. Name of lead	Sharon Williams
Contact number & email	Sharon.williams@dgoh.nhs.uk Ext 1208
Directorate or Department and Team	Finance and Information
2. Name of service or policy	Freedom of Information (FOI) Policy
Is this a new or existing piece of work?	Existing
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Internal Staff, to include PFI partners
4. What are the aims of the service/policy?	To ensure the Trust's commitment to greater openness in the Public Sector, enabling members of the public to question the decisions of public authorities and ensure that the services provided are efficiently and properly delivered.
5. Does any part of this service/policy have a positive impact on our duty to promote good race relations, eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.	No. The Policy is to ensure the Trust's commitment to greater openness in the Public Sector, enabling members of the public to question the decisions of public authorities and ensure that the services provided are efficiently and properly delivered.
6. Could any part of this service/policy have an adverse impact on our duty to promote good race relations eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.	No. The Policy is to ensure the Trust's commitment to greater openness in the Public Sector, enabling members of the public to question the decisions of public authorities and ensure that the services provided are efficiently and properly delivered.

7. Are there any factors that could lead to differential take-up, outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.	No. All staff have a duty to protect person identifiable information
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If you have answered yes to any of questions 5-7, 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 **and** to Liz Abbiss, Head of Communications at Trust HQ.

Name of person completing this screening:

Job Title: Information Governance Manager

**Date sent to Head of Service, Matron or Head of department:
2nd June 2011**

**Date sent to Head of Communications, Trust HQ:
2nd June 2011**