

INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: HR021 Disciplinary Policy and Procedure

(Please remember that even informal policies & procedures need to be impact assessed.)

Is it new? - yes

(If revised, please attach a copy of the original Equality Impact Assessment.)

Senior Manager Responsible - Caron Hitchen

Department HR

Section HR

EQUALITY IMPACT ASSESSMENT SCREENING TEAM

Name	Department	Role
Judy Brown	HR	
Tracey Watts	HR	
Steve Sale	HR/Operations	Critical Friend

Date of screening 14 January 2010

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

To outline the standards of conduct and performance expected of all employees.

To detail the procedure to follow when these standards are considered breached.

To provide a means to decide when dismissal is justified. Dismissal is a last resort when all else has failed or when an employee's breach is a very serious one.

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

The policy is aimed to provide a framework within which all employees are clear of their responsibilities as regards conduct.

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand 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 an equality strand group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sexual Orientation	Neutral	

Please provide and summarise below any relevant evidence for your declaration above – 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.

Data available on management action taken under the Trust's Disciplinary Policy.

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.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

N/A

If you have only identified a neutral or positive impact on any equality strand 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: 26 Oct 2010