



**Initial Screening Tool**

Title of policy/service/function/procedure/ programme/ or strategy being assessed: **HR007 Transgender Policy**

Is it new Yes

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

Senior Manager Responsible \_\_\_\_\_ Caron Hitchen \_\_\_\_\_

Department \_\_\_\_\_ Human Resources \_\_\_\_\_

Section \_\_\_\_\_

**Equality Impact Assessment Screening Team**

Name	Department	Role
Dina Sattar	HR	HR Trainee Manager
Dave Gibson-Stark	Operations	Duty Station Officer (Critical Friend)
John Rynne	Operations	Team Leader

Date of screening \_\_\_\_\_ 22/06/2010 \_\_\_\_\_

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Date: 22/06/2010	Owner: Equality and Inclusion



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

To ensure that transgender staff are not discriminated against because of their gender status and that the Trust recruits and retains a diverse workforce.  
Ensure transgender individuals who intend to undergo, are undergoing or have undergone gender reassignment processes are treated with fairness and support in their recruitment, deployment and development.  
To educate managers on the legal rights of an employee who chooses to change their gender.  
To offer advice/ guidance to management on how to successfully manage the transition process when an employee changes their gender.  
To ensure the Trust is supportive of equal opportunities and that all staff are treated with dignity and respect.

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

Transgender employees will benefit from the policy through the Trust's clear commitment to promoting equality for transgender people. The policy provides robust protection from discrimination for transgender employees, and give managers guidelines to support transgender staff appropriately and sensitively.  
The policy is to ensure:  
That transgender staff are treated with respect when they undergo gender reassignment.  
That managers have a guide on how to manage an employee who changes their gender.  
That all staff understand the legislation which protects transgendered people.  
That staff who have already changed their gender, or advise managers of their intent to change their gender, are treated with respect and dignity.

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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	No	N/A
Disability	No	N/A
Gender	Yes	The Policy will have a positive effect on transgender staff.
Race	No	N/A
Religion or Belief	No	N/A
Sexual Orientation	No	N/A

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.

No grievances have been recorded which would suggest any concerns with the Transgender policy. The Diversity Team continues to provide support and guidance to the workplace for both individual members of staff and their managers. Internally, the Trust has published its Transgender policy on the intranet pages and promoted it to staff through news articles. Equality and Inclusion training courses are run for staff, managers and HR professionals to include Transgender issues to raise awareness. The Trust's Staff Survey also gives staff an opportunity to comment on discrimination/ victimisation in this area. No concerns have been raised with regards to the application of the policy. The Transgender policy has been examined with two members of the management team with an operational perspective.

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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.

N/A

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.

None

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

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