



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: **HR002 Storage of disclosure information policy**

Is it new? Yes

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

Senior Manager Responsible: Caron Hitchen

Department HR

Equality Impact Assessment Screening Team

Name	Department	Role
Hazel Smith	HR	
Greta Jenkins	HR	
Steve Sale	HR/Ops	Critical Friend

Date of screening 17/2/2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



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

Guidance on the storage of CRB disclosure information relating to both applicants to the Service as well as current and former staff.

Sets out the Trust's responsibilities in regards to the handling of CRB disclosure information.

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

In accordance with section 24 of the Police Act 1997, Disclosure information is only handled by those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed.

CRB code of practice for Employers and Registered Bodies

Data Protection Act

Disability at Work Policy

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	

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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.

Policy is in line with legislative requirements.

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

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.

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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