

## INITIAL SCREENING TOOL

**Title of policy/service/function/procedure/programme/ or strategy being assessed:** HR034 Short-term Special Leave Policy

(Please remember that even informal policies & procedures need to be equality analysed.)

**Is it new**  **or revised**

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

**Senior Manager Responsible** Andrew Buchanan

**Department** Human Resources

**Section** Policy

**EQUALITY ANALYSIS SCREENING TEAM** (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend)).

Name	Department	Role
Andrew Buchanan	Human Resources	Senior HR Manager
Tony Crabtree	Employee Services	Assistant Director
Pete Hannell	Staff Side	Critical Friend

**Date of screening** 20 March 2012

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Date: 12/07/2011	Owner: Equality and Inclusion

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

To state eligibility and provisions for short term special leave.

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

Applies to all staff.

**Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a “protected characteristic” group, whether service users, staff or other stakeholders**

<b>“Protected Characteristic Group”</b>	<b>Is there likely to be a positive or neutral impact in regard to:</b>	<b>If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for a “protected characteristic” group or for another reason?</b>
<b>Age</b>	Yes	
<b>Disability</b>	Yes	
<b>Gender Reassignment</b>	Yes	
<b>Marriage and Civil Partnership (duty only applies to elimination of discrimination)</b>	Yes	
<b>Pregnancy and</b>	Yes	

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<b>Maternity</b>		
<b>Race</b>	Yes	
<b>Religion or Belief</b>	Yes	
<b>Sex</b>	Yes	
<b>Sexual Orientation</b>	Yes	

**Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?**

There is specific entitlement to paid and unpaid time off to support participation in public duties such as magistrate, councillor, school governor, reserve forces.

**Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – 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.**

Time off granted for these voluntary duties/activities is recorded and can be monitored/audited as necessary.

**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

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If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any “protected characteristic” group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.

n/a

If you have only identified a neutral or positive impact on any “protected characteristic” 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: 3/5/12

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