

APPENDIX 1 - INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: TRUST ANTI-BRIBERY POLICY

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

Is it new Yes

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

Senior Manager Responsible Director of Finance

Department Finance

Section Finance

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
Michael Dinan	Finance	Director of Finance (team)
Amanda Cant	Finance	Deputy Director of Finance (team)
Tony Crabtree	Human Resources	Associate Director of HR (critical friend)
Carmel Dodson-Brown	Governance	Associate Director of Corporate Services (critical friend)
		Critical friend

Date of screening

27/07/11

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

The aims of this policy are to:

- improve the knowledge and understanding of everyone in the Trust, irrespective of their position, about the risk of bribery within the organisation and its unacceptability
- assist in promoting a climate of openness and a culture and environment where staff feel able

to raise concerns sensibly and responsibly

- set out the Trust's responsibilities in terms of the deterrence, prevention, detection and investigation of bribery and corruption
- ensure the appropriate sanctions are considered following an investigation, which may include any or all of the following:
 - criminal prosecution
 - civil prosecution
 - internal/external disciplinary action (including professional/regulatory bodies)

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

Everyone by avoiding bribery

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

"Protected Characteristic 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 a "protected characteristic" group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage and Civil Partnership (duty only applies to elimination of discrimination)	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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?

Yes = ensuring fairness

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.

The policy has been through the counter fraud group and been reviewed by our legal representatives.

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.

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.

Not applicable

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:

Date:

Amara Carr
27/7/11

Signature:

Amara Carr

APPENDIX 2 - EQUALITY ANALYSIS TOOL

Senior Manager responsible



Department

Finance

Contact no

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