

**Equality Impact Assessment  
Initial Screening Form**

*Please refer to the guidance notes "How to carry out an Equality Impact Assessment"*

Document Reference:	Document Title: Whistleblowing Policy
Assessment Date: 1 April 2008	Document Type: HR Agreement
Responsible Director: Seamus Elliott	Lead Manager:

**Step 1: Identify main aims of policy**

Describe the main aim, objectives and intended outcomes of the proposed project/policy

<p><b>Aim:</b> To communicate the commitment of the Trust to sustain a culture of openness, accountability and probity and inform employees of the process to follow if they should wish to raise any concerns about Health service, issues, Trust Activities, misconduct within the organisation or provide information about illegal and/or inappropriate practices.</p>
<p><b>Objectives:</b> To be able to give staff the correct process to follow when wish to raise a concern and to enable them to do so without fear of victimisation or suffer detriment. To be able to inform staff what categories would be considered malpractice or a 'protected disclosure'</p>
<p><b>Intended Outcomes:</b> To meet the requirements of Public Interest Disclosure Act 1998 and other relevant statutory legislation</p>



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**Step 2: Collect and Analyse Information**

Has any previous work or research been done on equality issues in the area of the proposed project/policy? If so, what were they?

No

You should ask relevant questions in relation to all the strands equality & diversity, but information gathered should be relevant to your needs that will inform your decisions around the topic you are reviewing. If you identify a need for information that is not available you should consider and plan with the relevant others how this information could be obtained.<sup>1</sup>

Gender including transgender	Do you have enough information?	Yes	No
	What else do you need to know?		
Race	Do you have enough information?	Yes	No
	What else do you need to know?		
Disability	Do you have enough information?	Yes	No
	What else do you need to know?		
Sexual Orientation	Do you have enough information?	Yes	No
	What else do you need to know?		
Age	Do you have enough information?	Yes	No
	What else do you need to know?		
Religion & Belief	Do you have enough information?	Yes	No
	What else do you need to know?		

<sup>1</sup> Refer your need for information and proposal to the Equality & Diversity Steering Group using a copy of this page with your information before proceeding to ensure all similar requests can be coordinated



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**Step 3: Identify the level of impact**

To help you think about this, you should complete the High, Medium, Low table and give reasons/comments for where:

- (a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy/project/procedure could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full Equality Impact Assessment should be completed.**

Equality target group	a. Positive impact			b. Negative impact			c. If NONE how did you evidence this?
	Low	None	High	Low	None	High	
Gender (including transgender)			Yes		Yes		The confidential formal process will support equality target groups
Race			Yes		Yes		As above
Disability			Yes		Yes		As above
Sexual orientation			Yes		Yes		As above
Age			Yes		Yes		As above
Belief and Religion			Yes		Yes		As above

**Step 3<sup>a</sup>: Decide if policy is equality relevant**

Does the proposed project/policy have an explicit focus on inequalities, human rights and diversity? If so, how?

Yes. The Policy provides a robust, confidential process for staff to take action, and offer those staff protection from victimisation or detriment for so doing.

Is there a risk that the proposed project/policy may unintentionally mask or cause a negative impact on equality and diversity?

No

Is there a risk of adverse impact? If yes, please list the specific risks. If no, please explain the basis of your judgement.

No



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**Step 3<sup>b</sup>: Record findings and produce action plan**

If there are any potential or actual risks, what action will be undertaken to mitigate the specified risks, or to minimise the adverse impact. Within what timescales will this be done, what are the implications on resources and who will be responsible?

<b>Findings</b>	<b>Proposed action</b>	<b>Timescale</b>	<b>Implications on resources</b>	<b>Responsible lead</b>

Please state how the policy, procedure or process will be monitored for inequalities that may arise after the implementation:

Policy will be reviewed annually (or earlier if appropriate) by the Policy Review Group



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**Summary:**

On the basis of the information/evidence/consideration so far, do you believe that the proposed project/policy will have a positive or adverse impact on equality or diversity? (please circle one)

<b>Positive Impact</b>		<b>Adverse Impact</b>	
Yes			No

**Basis for your judgement:**  
**The policy supports all staff. However a focus on basic Human Rights supports a confidential and fair process for disclosure and thereby maintains opportunities for equality target groups to raise matters of personal concern without fear of discrimination, victimisation or suffer of detriment.**

**Has a significant adverse impact been identified that requires a Full Equality Impact Assessment?**

	2	<b>NO</b>
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**Name of the project/policy lead completing this assessment:**

Name: Deborah Stockdale	Job Title: Senior HR Manager
Signature: D Stockdale	Date: 1 April 2008

Please email this completed draft document to the Equality & Diversity Lead for quality assurance purposes and record monitoring.  
*This form must accompany all policies and procedures when sent to Trust Board Committee or Group for approval*

<sup>2</sup> Please ensure that the arrangements for monitoring the implementation and outcomes are stated in the executive summary



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<b>Executive Summary Page for Equality Impact Assessment:</b>
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Document Reference:	Document Title: Whistleblowing Policy
Assessment Date: 1 April 2008	Document Type: HR Agreement
Responsible Director: Seamus Elliott	Lead Manager:
Conclusion of Equality Impact Assessment: There is no adverse impact	
Recommendations for Action Plan: None required	
Risks Identified: None	
<b>Approved by a member of the executive team:</b>	
<b>YES</b>	
Name: Seamus Elliott	Position: Director of HR and OD
Signature: 	Date: 2 April 2008

This whole document should be stored with the master document and a final approved copy must be sent to the Equality & Diversity Lead at Bedford Office