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**Equalities and Health Inequalities –**

**Screening Tool**

Name of Policy: Appraisal Policy

Date of Ratification: 24 September 2020

Version number: V1

First published: November 2016

To be read in conjunction with Equalities and Health Inequalities Analysis Guidance, Quality & Patient Safety Team, Urgent Care 24, 2016.

Prepared by: Quality & Patient Safety Team.

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| Introduction The purpose of this Screening Tool is to help you decide whether or not you need to undertake an Equality and Health Inequalities Analysis (EHIA) for your project, policy or piece of work. It is your responsibility to take this decision once you have worked through the Screening Tool. Once completed, the Head of your SDU or the Quality & Patient Safety Team will need to sign off the Screening Tool and approve your decision i.e. to either undertake an EHIA or not to undertake an EHIA.  The Quality and Patient Safety Team can offer support where needed. It is advisable to contact us as early as possible so that we are aware of your project.    When completing the Screening Tool, consider the nine protected characteristics and how your work would benefit one or more of these groups. The nine protected characteristics are as follows:   1. Age 2. Disability 3. Gender reassignment 4. Marriage and civil partnership 5. Pregnancy and maternity 6. Race 7. Religion and belief 8. Sex 9. Sexual orientation   A number of groups of people who are not usually provided for by healthcare services and includes people who are homeless, rough sleepers, vulnerable migrants, sex workers, Gypsies and Travellers, Female Genital Mutilation (FGM), human trafficking and people in recovery. Urgent Care 24 will also consider these groups when completing the Screening Tool:  The **guidance** which accompanies this tool will support you to ensure you are completing this document properly. It can be found at: <http://extranet.urgentcare24.co.uk/> Equality and Health Inequalities: Screening Tool | | | | | |
| **A** | **General information** | | | | |
| **A1** | Title:  What is the title of the activity, project or programme?  Appraisal Policy | | | | |
| **A2.** | What are the intended outcomes of this work?  Please outline why this work is being undertaken and the objectives.  To define the process that must be followed to ensure all staff receive a quality appraisal. | | | | |
| **A3.** | Who will be affected by this project, programme or work?  Please identify whether the project will affect staff, patients, service users, partner organisations or others.  Staff members with the exception of medical staff. | | | | |
| **B** | **The Public Sector Equality Duty** | | | | |
| **B1** | Could the initiative help to reduce unlawful discrimination or prevent any other conduct prohibited by the Equality Act 2010? If yes, for which of the nine protected characteristics (see above)? | | | | |
| Yes | |  |  | |
| Summary response and your reasons:  This policy sets out the process to ensure all staff receive equality of opportunity for feedback on work and for development opportunities. | | | | |
| **B2** | Could the initiative undermine steps to reduce unlawful discrimination or prevent any other conduct prohibited by the Equality Act 2010? If yes, for which of the nine protected characteristics? If yes, for which of the nine protected characteristics? | | | | |
|  | | No |  | |
| Summary response and your reasons:  Process to complete the appraisal ensures that any protected characteristics are taken into account, or steps to be taken to ensure equality of feedback quality and opportunity for development. | | | | |
| **B3** | Could the initiative help to advance equality of opportunity? If yes, for which of the nine protected characteristics? | | | | |
| Yes | |  |  | |
| Summary response and your reasons: The policy provides for opportunity for all staff to discuss their individual development needs in relation to their job roles. | | | | |
| **B4** | Could the initiative undermine the advancement of equality of opportunity? If yes, for which of the nine protected characteristics? | | | | |
|  | | No |  | |
| Summary response and your reasons: The policy describes how individual staff receive feedback and agree support for development needs. | | | | |
| **B5** | Could the initiative help to foster good relations between groups who share protected characteristics? If yes, for which of the nine protected characteristics? | | | | |
|  | | No |  | |
| Summary reasons:  This policy describes a process for an individual member of staff; however, potentially individual objectives or development needs could be identified that could foster good relations between groups who share protected characteristics. | | | | |
| **B6** | Could the initiative undermine the fostering of good relations between groups who share protected characteristics? If yes, for which of the nine protected characteristics? | | | | |
|  | | No |  | |
| Summary response and your reasons**:**  The policy deals with individual feedback and development | | | | |
| **C** | **The duty to have regard to reduce health inequalities** | | | | |
| **C1** | Will the initiative contribute to the duties to reduce health inequalities? | | | | |
|  | Could the initiative reduce inequalities in access to health care for any groups which face health inequalities? If yes for which groups? | | | | |
|  | | No |  | |
| Summary response and your reasons:  The policy does not relate to healthcare | | | | |
| **C2** | Could the initiative reduce inequalities in health outcomes for any groups which face health inequalities? If yes, for which groups? | | | | |
|  | | No |  | |
| Summary response and your reasons:  This policy does not relate to health outcomes. | | | | |
| D | Will a full Equality and Health Inequalities Analysis (EHIA) be completed? | | | | |
| **D1** | Will a full EHIA be completed?  Bearing in mind your previous responses, have you decided that an EHIA should be completed? Please see notes. **[[1]](#footnote-1)** Please place an X below in the correct box below. Please then complete part E of this form. | | | | |
| Yes | Cannot decide | | | No |
|  |  | | | **x** |
| **E** | Action required and next steps | | | | |
| **E1** | If a full EHIA is planned:  Please state when the EHIA will be completed and by whom.  Name:  Date: | | | | |
| **E2** | If no decision is possible at this stage:  If it is not possible to state whether an EHIA will be completed, please summarise your reasons below and clearly state what additional information or work is required, when that work will be undertaken and when a decision about whether an EHIA will be completed will be made.  Summary reasons:  Additional information required:  When will it be possible to make a decision about an EHIA? | | | | |
| **E3** | If no EHIA is recommended:  If your recommendation or decision is that an EHIA is not required then please summarise the rationale for this decision below.  Summary reasons: . There is no negative impact with respect to the characteristics as defined by the Equality Act. | | | | |

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| ***F*** | *Record Keeping* | | |
| **Lead originator:** | Jean Annan | Date: | 20/11/2020 |
| **Director signing off screening:** | Susan Westbury | Date: |  |
| **Directorate:** | Human Resources | Date: |  |
| **Screening published:** |  | Date: |  |

1. Yes: If the answers to the previous questions show the PSED or the duties to reduce health inequalities are engaged/in play a full EHIA will normally be produced. No: If the PSED and/or the duties to reduce health inequalities are not engaged/in play then you normally will not need to produce a full EHIA. [↑](#footnote-ref-1)