

APPENDIX 1

EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

1. Name of the Policy / Procedure / Project / Strategy / Service	Criminal Records Bureau (CRB) Policy			
2. Name and Job Title of Person Responsible	HR Advisor			
3. Business Group	Human Resources			
4. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?	Trust is required to minimise the risk to children and vulnerable adults in its care by ensuring that appropriate employment checks are carried out on staff and volunteers who have substantial access to these groups. To facilitate this, the Trust uses the Disclosure Service provided by the Criminal Records Bureau.			
	YES		NO	
5. Is this a key strategic document or a major project / programme (please tick) <i>E.g. The development of the Southern Sector</i>			4	
	HIGH	MEDIUM	LOW	DON'T KNOW
6.a What impact will this Policy / Service have on the public or staff, giving particular regard to potential impacts in relation to: <ul style="list-style-type: none"> • Age • Disability • Sex • Race • Religion or Belief • Sexual Orientation • Gender Reassignment • Marriage & Civil Partnership • Pregnancy & Maternity 			4 4 4 4 4 4 4 4 4	

6.b Please explain your answer:	<p>This policy applies to the recruitment and selection of all existing Trust staff and prospective employees and incorporates good practice guidelines issued by the NHS Employment Check Standards.</p> <p>By law this policy has to adhere to the Rehabilitation of Offender Act 1974 and therefore requests for CRB's are mandatory in the NHS for all staff who as part of their appointment will have regular contact with patients in the course of their normal duties.</p> <p>This policy also has to adhere to the CRB Code of Practice and also complies in full with it's obligations under the Data Protection Act and other relevant legislation regarding the safe handling, use, storage, retention and disposal of Disclosure information</p>
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If you have answered YES to question 5, and:

- HIGH or MEDIUM impact in 6a, you should move on to a FULL Equality Impact Assessment.
- LOW impact or DON'T KNOW in 6a, you should move on to an INITIAL Equality Impact Assessment.

If you have answered NO to question 5, and:

- HIGH impact in 6a, you should move on to an INITIAL or FULL Equality Impact Assessment.
- MEDIUM impact in 6a, you should move on to an INITIAL Equality Impact Assessment.
- LOW impact in 6a, you **do not** need to complete an Equality Impact Assessment.
- DON'T KNOW impact in 6a, you should move on to an INITIAL Equality Impact Assessment.

	INITIAL	FULL	NONE
7. Based on this screening please indicate if this should proceed to an Initial or Full EIA?			4
Date of submission:	25/7/11		