

APPENDIX 1

EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

1. Name of the Policy / Procedure / Project / Strategy / Service and Person Responsible:	Information Governance Policy			
2. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?	<p>This policy identifies the principles required to ensure that all staff comply with the law and best practice when handling information.</p> <p>The policy assists in ensuring that appropriate controls are in place for the clinical management of individual patients/staff and the efficient management of services and resources.</p>			
	YES		NO	
3. Is this a key strategic document or a major project / programme (please tick) <i>E.g. The development of the Southern Sector</i>			√	
	HIGH	MEDIUM	LOW	DON'T KNOW
4.a What impact will this Policy / Service have on the public or staff, giving particular regard to potential impacts in relation to gender, age, race or ethnicity, religion or belief, sexual orientation or disability?			√	
4.b Please explain your answer:	<p>No negative impact identified for any Equality Target Group.</p> <p>The implementation of this policy and associated procedures will ensure that all staff groups have access to the necessary information and have the necessary training to protect this data.</p> <p>The Information Governance framework enables NHS organisations to ensure that information is dealt with legally, securely, effectively and efficiently in order to deliver the best possible care to patients, clients and service users.</p> <p>The policy will be made available in accessible formats and various languages if requested.</p>			

If you have answered YES to question 3, and:

- HIGH or MEDIUM impact in 4a, you should move on to a FULL Equality Impact Assessment.
- LOW impact or DON'T KNOW in 4a, you should move on to an INITIAL Equality Impact Assessment.

If you have answered NO to question 3, and:

- HIGH impact in 4a, you should move on to an INITIAL or FULL Equality Impact Assessment.
- MEDIUM impact in 4a, you should move on to an INITIAL Equality Impact Assessment.
- LOW impact in 4a, you **do not** need to complete an Equality Impact Assessment.
- DON'T KNOW impact in 4a, you should move on to an INITIAL Equality Impact Assessment.

	INITIAL	FULL	NONE
5. Based on this screening please indicate if this should proceed to an Initial or Full EIA?			✓
Date of submission:	08/03/2011		