EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

1. Name of the Policy / Procedure / Project / Strategy / Service:	PROCESS FOR AGGREGATION OF INCIDENTS. CLAIMS, AND COMPLAINTS			
2. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?	This procedure sets out how the Trust will aggregate information and lessons to be learned from Incidents, Complaints and Claims			
	YES		**NO**	
3. Is this a key strategic document or a major project / programme (please tick) *E.g. The development of the Southern Sector*			No	
	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?			Low	
4.b Please explain your answer:	This policy uses data extracted from the Datix Electronic Database. The data inputted onto the system does not include ethnicity/equality information as these fields are not currently mandatory on the forms which are completed by staff/users. Therefore this type of information is not available. If this should change then this assessment will be reviewed.			

If you have answered YES to question 3…

…and you have indentified HIGH or MEDIUM impact in 4a, you should move on to a FULL Equality Impact Assessment.

…and you have indentified 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 you have indentified HIGH impact in 4a, you should move on to an INITIAL or FULL Equality Impact Assessment.

…and you have indentified MEDIUM impact in 4a, you should move on to an INITIAL Equality Impact Assessment.

…and you have indentified LOW impact in 4a, you **do not** need to complete an Equality Impact Assessment.

…and you have indentified DON'T KNOW impact in 4a, you should move on to an INITIAL Equality Impact Assessment.

	INITIAL	FULL	NONE
4. Based this screening please indicate if this should proceed to an Initial or Full EIA?			✓