

APPENDIX 1

EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

1. Name of the Policy / Procedure / Project / Strategy / Service	Patient Property Policy			
2. Name and Job Title of Person Responsible	Deputy Director of Facilities			
3. Business Group	Facilities			
4. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?	<p>In order to protect the interests of the patient, the members of staff involved and the Trust, it is vital that policies and procedures for the management of patients' property are implemented and followed by all those who have dealings with any property of patients.</p> <p>This policy is to give all staff handling patients' property clear instructions about dealing with and processing property handed in for safekeeping by patients.</p>			
	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>			√	
	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 			√	

6.b Please explain your answer:	Equality issues identified are low impact. When policy is next reviewed include a section around communicating with patients where English is not the first language or have other communication needs.
--	---

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
7. Based on this screening please indicate if this should proceed to an Initial or Full EIA?			√
Date of submission:	12 November 10		