

## APPENDIX 1

### EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

<b>1. Name of the Policy / Procedure / Project / Strategy / Service and Person Responsible:</b>	Remote Access & Mobile Working Policy Khaja Hussain			
<b>2. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?</b>	The policy outlines good practice and identifies the responsibilities of Trust staff in terms of Remote Access & Mobile Working. The policy ensures compliance with legislation and national guidance.			
	<b>YES</b>		<b>NO</b>	
<b>3. Is this a key strategic document or a major project / programme (please tick)</b> <i>E.g. The development of the Southern Sector</i>			x	
	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>DON'T KNOW</b>
<b>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?</b>			x	
<b>4.b Please explain your answer:</b>	<p>The policy itself should not have a negative impact in respect of equality. The purpose of the policy is to facilitate use of Trust systems from remote locations. The policy therefore aids staff and provides flexibility.</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?			X
Date of submission:	12/10/10		