

# Initial Equality Screening

## 1. Description of Strategy/Function/Policy

<b>Name of the Strategy/Function/Policy</b>
SHA Travel and Subsistence Policy
<b>Describe the main purpose of Strategy/Function/Policy</b>
The proposed policy is intended to reimburse all staff equitably for reasonable business travel and subsistence costs necessarily incurred whilst travelling on SHA business

## 2. Analysis

<p><b>What do you think are the main issues relating to equality within your policy (service, plan or function)?</b></p> <p><i>Does the policy involve or have consequences for the people served or employed?</i></p> <p><i>Is there a relevance or likely relevance for any of the equality groups?</i></p> <p><i>Is there a differential or likely differential impact on different groups, which maybe direct or indirect?</i></p> <p><i>Is this differential impact having or likely to have an adverse outcome?</i></p> <p><i>Is this policy relevant to the delivery of the organisations key business objectives?</i></p> <p><i>Does the policy damage relations between any particular group and the organisation</i></p>
<p><b>Response:</b> (In your responses to the above consider all 6 equality strands)</p> <p>The policy covers all staff employed by NHS Yorkshire and the Humber.</p> <p>The underlying principle is that any member of staff travelling on SHA business should be reimbursed equitably for reasonable business travel and subsistence costs necessarily incurred.</p> <p>As such, it is not envisaged that it will have any differential adverse impact on any particular group of staff.</p>

## 3. Assessment

Based on the foregoing analysis and using the following guidance indicate by inserting an 'X' in the appropriate box below what you consider to be the level of relevance of the function/policy in relation to the equality strands?

**High**

*Potentially have a significant level of impact or relevance.*

*There is substantial evidence that certain groups are differently affected.*

*There may be substantial public/employee concern.*

*Requires a detailed & thorough assessment which may come under significant external scrutiny*

**Medium**

*Potentially for some impact or relevance.*

*Some evidence that certain groups may be differently affected.*

*There may be some public/employee concern, but unlikely to be significant.*

*The assessment process should be reasonably robust as it will have the potential for some degree of external challenge*

**Low**

*Unlikely to be any impact on any of the equalities groups.*

*A degree of rigour is required to assess whether the policy is in line with statutory duties, but external challenge is unlikely.*

**High**

**Medium**

**Low**

#### 4. Prioritising

*Your assessment above should be used to help you decide whether a full Equality Impact Assessment is necessary and if it is, in the case of a function or existing policy it should help you in devising the priority list for carrying them out.*

**Outcome:** (Describe the actions you intend to take as a result of this assessment)

In view of the above assessment and the view that there is little or no potential for this policy to have an adverse impact on any specific group, it has been decided that a full assessment will not be required.

#### 5. Publishing

Once this Initial Assessment has been agreed by the Executive Director responsible for the Department/Section concerned, please forward it to the SHA Equality & Diversity Lead so that it can be published on the SHA website.

## **6. Sign Off**

As this proforma will be published on the website, please insert Electronic signature below

<b><u>Officer Responsible for Completing the Screening</u></b>
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**Name:** Gordon Smith

**Signature:**

**Job Title:** Strategic HR Advisor

<b><u>Executive Director Approval</u></b>
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**Name:**

**Signature:**

**Directorate:**