Initial Equality Screenings

Name of function/process	Corporate Business
Directorate	Performance and Delivery
Name/contact details	Richard Powell Corporate Business Manager – (0113) 295 2051

1. What is the main purpose of the function?

Corporate Business is a small team within the SHA which, by definition, carries out some of the Authority's corporate functions.

Within its' remit, the team has responsibility for a number of policies which relate to the working practices of staff as well as how business should be conducted to ensure the smooth operation of the organisation.

2. Who is intended to benefit from the function?

Employees of NHS Yorkshire and the Humber and its' hosted services.

3. List policies, strategies and procedures that carry out the function/process:

- Complaints policy and procedure
- Confidentiality policy statement and guidance
- E-mail policy
- Freedom of Information Act policy
- Information governance and strategy policy
- Information security incident reporting policy
- Internet policy
- Local counter fraud and corruption Policy
- Policy and strategy for the production, retention, publication and destruction of records
- Procedure for archiving paper files
- Receipt of gifts and hospitality
- Register of interests
- Risk management strategy and responsibilities statement

4. Is responsibility for the function shared with another department, authority or organisation? If so, what responsibility and which bodies?

All staff have a duty to familiarise themselves with each of the policies. The policies have been written to facilitate good practice which has been drawn together from relevant guidance and legislation and also from individuals who have expertise in particular areas.

5. Do you know of **any evidence** or **concerns** from staff, service users or communities or any assumptions/anacedotal evidence that any of the following groups have been or could be differentially impacted in any way, by the aims, objectives or implementation of this? Please also state if the differential impact is positive or negative.

With the exception of the Complaints Policy and Procedure and the Freedom of Information Act Policy, all of the policies listed above are internally focussed and are therefore only applicable to staff.

Given that the majority of policies relate to operational activities which staff should adhere to, it is highly unlikely that any particular equality group of staff would be affected by their implementation.

Although the impact of implementing these policies has not been monitored, the following assessment is based on previous experiences of implementing such policies.

Group	Yes	No	Positive	Negative
Age		✓		✓
Disability		✓		✓
Gender		✓		✓
Race/Ethnicity		✓		✓
Religion or belief		✓		✓
Sexual Orientation		✓		✓

In relation to the Complaints Policy and Procedure and the Freedom of Information Act Policy, we have concluded that these could have the potential to be challenged as they are more externally focussed and may impact on a wider variety of people. Again, their implementation has not been monitored but the SHA has not received any complaints or concerns about their content.

The following assessment has been made in respect of the above two policies;

Group	Yes	No	Positive	Negative
Age	✓			✓
Disability	✓			✓
Gender	✓			✓
Race/Ethnicity	✓			✓
Religion or belief		✓		✓
Sexual Orientation	✓			✓

6. If YES to question 5, please state evidence.

As the Complaints Policy and Procedure and the Freedom of Information Act Policy are outward facing, certain individuals may feel that their request for information or concerns may be dealt with differently as a result of their age, disability, gender etc.

Issues:

Age

- Older people may feel that their concerns are not taken as seriously as those which may be raised by someone younger
- Some individuals may feel that they are unable to express themselves in comparison to others and therefore conclude that correct procedures are not being followed

Disability

- The Freedom of Information Act states that all requests for information should be made in writing. Individuals who feel that they are unable to write effectively may feel disadvantaged.
- Individuals with certain disabilities may be unable to communicate in an effective manner and could therefore feel excluded in making their concerns known

Gender

- A particular individual may feel inhibited due to their gender.

Race/ Ethnicity

- Individuals who do not speak or write the English language may feel excluded and hesitant to put forward their concerns and views / request information
- Certain individuals may feel that they will be treated differently due to their race / ethnicity.

Religion or belief

- Unlikely to be a source of discrimination because unless an individual advises of his or her religion / belief, the SHA would have no way of identifying what this may be.

Sexual Orientation

- Certain individuals may feel that they will be treated differently due to their sexual orientation.

Where an individual does not indicate their status or make the SHA aware of a potential issue or concern relating to any of the above, the Authority would not be in a position to support or assist the person concerned. However, once a concern or problem is identified, the necessary action can then be taken to try and resolve the situation.

7. If YES to question 5 could the difference still be justifiable or proportionate in meeting a legitamate aim? e.g. on grounds of promoting equality of opportunity for one group?

The SHA endeavours to treat all complaints and requests for information in the same way and does not differentiate against any particular ethnicity group

8. If YES to question 5 would this difference be legal? e.g. Positive action/Genuine Occupational requirement

No.

9. What level of differential impact could there be? (see below for further guidance)

High	None
Medium	Complaints Policy and Procedure Freedom of Information Act Policy
Low	Confidentiality policy statement and guidance E-mail policy Information governance and strategy policy Information security incident reporting policy Internet policy Local counter fraud and corruption Policy Policy and strategy for the production, retention, publication and destruction of records Procedure for archiving paper files Receipt of gifts and hospitality Register of interests Risk management strategy and responsibilities statement

Level of Impact	Criteria	Actions
HIGH There is **substantial** evidence of groups being adversely affected. There is **substantial** public concern.	Potential for significant negative outcomes on different groups. Potential for significant concern about how different groups are treated.	Strategy/Policy needs to be monitored, reviewed and amended **within 1 year.**

Level of Impact	Criteria	Actions
MEDIUM There is **some** evidence of groups being adversely affected. There is **some** public concern.	Potential for different groups to be treated differently. Potential for concern about how different groups are treated or that services are delivered differently.	Strategy/Policy needs to be reviewed and amended within **2 years.**
LOW There is **little/no** evidence of groups being adversely affected. There is **little/no** public concern.	Little or no potential for unequal access or impact between different groups.	Strategy/Policy needs to be reviewed and amended within **3 years.**

Completed by: Richard Powell
Corporate Business Manager

Date: 5 February 2010