

Equality Impact Assessment Form Section One – Screening

Name of Function, Policy or Strategy:

Lifecycle Policy v3

Officer completing assessment: Barbara Sansom Information Governance Manager

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| <p>1. <i>What is the main purpose of the strategy, function or policy?</i></p> |
| <p>To provide a framework within which the Trust will identify the actions required to ensure that records of all types are properly controlled, readily accessible and available for use and eventually archived or otherwise appropriately disposed of.</p> |
| <p>2. <i>List the main activities of the function or policy? (for strategies list the main policy areas)</i></p> |
| <p>A systematic and planned approach to records management covering records from creation to disposal; compliance with statutory requirements; awareness of the importance of records management and the need for responsibility and accountability at all levels</p> |
| <p>3. <i>Who will be the main beneficiaries of the strategy/function/policy?</i></p> |
| <p>3.1 Patients and service users from creation and management/use of their personal information 3.2 The Trust in terms of more robust records management 3.3 Trust staff and managers who will have greater clarity in terms of their responsibilities 3.4 Other stakeholders will be informed of the Trust's procedures</p> |
| <p>1. Use the table overleaf to indicate the following:- a. Where do you think that the strategy/function/policy could have an adverse impact on any equality group, i.e. it could disadvantage them? b. Where do you think that there could be a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups?</p> |

| | | Positive Impact – it could benefit | Negative Impact – it could disadvantage | Reasons |
|--|--|------------------------------------|--|--|
| GENDER | Women | | | No impact either positive or negative identified |
| | Men | | | No impact either positive or negative identified |
| RACE | Asian or Asian British People | | | No impact either positive or negative identified |
| | Black or Black British People | | | No impact either positive or negative identified |
| | Chinese people and other people | | | No impact either positive or negative identified |
| | People of Mixed Race | | | No impact either positive or negative identified |
| | White people (including Irish people) | | | No impact either positive or negative identified |
| | Disabled People | | | No impact either positive or negative identified |
| Lesbians, gay men and bisexuals | | | No impact either positive or negative identified | |
| Trans people | | | No impact either positive or negative identified | |
| AGE | Older People (60+) | | | No impact either positive or negative identified |
| | Younger People (17 to 25) and children | | | No impact either positive or negative identified |
| Faith Groups | | | No impact either positive or negative identified | |
| Equal Opportunities and/or improved | | | No impact either positive or negative identified | |

| | | | |
|------------------|--|--|--|
| relations | | | |
|------------------|--|--|--|

Notes:

Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs and Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and to the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

| | | |
|---|---|--------------------------|
| 5. If you have indicated that there is a negative impact, is that impact: | | |
| | Yes | No |
| Legal (it is not discriminatory under anti-discriminatory law) | <input type="checkbox"/> | <input type="checkbox"/> |
| Intended | <input type="checkbox"/> | <input type="checkbox"/> |
| Level of Impact | High | Low |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form. | | |
| 6(a). Could you minimise or remove any negative impact that is of low significance? Explain how below: | | |
| | | |
| 6(b). Could you improve the strategy, function or policy positive impact? Explain how below: | | |
| | | |
| 7. If there is no evidence that the strategy, function or policy promotes equality, equal opportunities or improves relations – could it be adopted so it does? How | | |
| | | |
| Please sign and date this form, keep one copy and send one copy to the Trust's Equality Lead. | | |
| Signed: | | |
| Name: | Barbara Sansom Information Governance Manager | |
| Date: | 30 June 2010 | |