**Equality Impact Assessment**  
**Validation Decision Notice**

<table>
<thead>
<tr>
<th>EIA Reference Number</th>
<th>135</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service, policy, or strategy</strong></td>
<td>Health Screening</td>
</tr>
<tr>
<td><strong>Names of Assessors</strong></td>
<td>HR Manager, HR Business Partner, Customer Access Manager, Court Officer</td>
</tr>
</tbody>
</table>

**Consider:**
- Was discrimination or disadvantage identified? [Yes] [No]
- Was the service promoting equality? [ ] [ ]
- Could the service be improved in promoting equality? [ ] [ ]
- Are the customers' needs understood and met? [Yes] [No]
- Is there good evidence and/or reasoning to support the decisions on whether groups are/aren't affected? [Yes] [No]
- Does the summary report properly reflect the key findings of the assessment? [ ] [ ]
- Is the summary report clear and easy to understand? [ ] [ ]
- If improvements have been identified, do they reflect and deal with the key findings? [ ] [ ]

**The decision is to:**  Validate [Yes] Not validate [No]

**The reason/s for the decision are:**  *please give details below*

- Validation given – information correct
- Not validated – decision not to proceed as EIA incorrect
- Not validated - screening error
- Not validated – research/consultation error
- Not validated – improvement error

**Signed**

**Designation**  
Corporate Director

**Date**  
30 September 2011

**Name**  
Karen Brimecombe
Equality Impact Assessment

Stage 1

<table>
<thead>
<tr>
<th>STAGE 1 – Briefing Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EIA ID (Sinbad reference number)</strong></td>
</tr>
<tr>
<td><strong>Date of meeting</strong></td>
</tr>
<tr>
<td><strong>Job Titles of assessors</strong></td>
</tr>
</tbody>
</table>

The Assessment

Give details of the service/policy etc under consideration.

Health Screening Policy

Assessment Findings

Detail the key findings of the briefing discussion:

Inequality has not been found but we will proceed to scoping and screening as the policy relates to staff

Justification

Explain your decision to proceed/not proceed with either a scoping/screening or a full EIA.

Please note that if the service/policy etc. has any relevance to people e.g. Youth Strategy, HR policy a scoping/screening exercise will need to be carried out in all cases.

Decided to proceed to scoping and screening as the policy relates to staff
**STAGE 5 - Improvements**

<table>
<thead>
<tr>
<th><strong>EIA ID (Sinbad reference number)</strong></th>
<th>135</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date to be submitted for validation</strong></td>
<td>19/08/2011</td>
</tr>
<tr>
<td><strong>Target implementation start date</strong></td>
<td>01/09/2011</td>
</tr>
<tr>
<td><strong>Target completion date</strong></td>
<td>30/09/2011</td>
</tr>
<tr>
<td><strong>Action required to achieve improvement title &amp; brief description</strong></td>
<td>Promotion of the policy through the FLOW project, JSCF and on Sinbad</td>
</tr>
<tr>
<td><strong>Reference number or code</strong></td>
<td>135</td>
</tr>
<tr>
<td><strong>Responsibility:</strong></td>
<td><strong>Lead</strong> HR Manager</td>
</tr>
<tr>
<td></td>
<td><strong>Support</strong> HR Business Partner</td>
</tr>
<tr>
<td><strong>Resource implications</strong></td>
<td>None</td>
</tr>
</tbody>
</table>
| **Links**
To business/service plan actions, policies, strategies or programmes | Already contained in HR team action plan for 2011/12 under FLOW |

The prioritisation criteria used at Stage 2 may be useful to give an overall priority and to prioritise individual actions. In either case you may need to add additional criteria such as cost, timescale, ease of implementation, etc.

Please add this information to the Equality & Diversity section of your Business Unit Service Plan.
Equality Impact Assessment

Stage 6

| EIA ID (Sinbad reference number) | 135 |
| Date of assessment              | 19/08/2011 |
| Job title of assessors          | HR Manager, HR Business Partner, Customer Access Manager, Court Officer |

The Assessment

Give full details of what was assessed, who did the work, and the evidence that was used to make judgements and draw conclusions

Health Screening Policy

The Customer/Customer Group

Detail any additional information gathered on a customer or customer group

None

Consultation and Research

Detail the information gathered during research and/or consultation

Research into policy uptake shows very low usage currently

Key Individuals and Organisations

Supply the names and contact details for any organisations or key individuals who assisted you

None

Assessment Findings

Detail the key findings of the assessment

The policy is a positive benefit to staff and promotes health and well-being

Recommendations

State the recommendations for action e.g. improvement plan actions

To promote the policy