Suffolk NHS
Mental Health Partnership NHS Trust

Date form completed: 09/10/2008

EQUALITY IMPACT ASSESSMENT (EIA)

Please see Equality Impact Assessment guidance and SMHP Single Equality Scheme

General Information

For the purpose of this document the word 'development' refers to:

- the name of Trust/ operational policy,
- services,
- project,
- function or
- event.

Directorate / Department	Corporate
Name of lead person and job title	Jan Togher Associate HR Director
Name of any other individuals, title and organisations involved	David Leckie, Director of Estates and Facilities Travel Policy Group 2007

Start date of Initial Impact Assessment	30 May 2008
End date of Initial Impact Assessment	30 May 2008
Start date of Full Impact Assessment	
End date of Full Impact Assessment	

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Name of the development
Transport Policy

Is this a new or existing development?
Existing Policies combined into one Transport Policy

Please provide a brief description and aims of the development
The policy is written to ensure the safety of employees while travelling on Trust business, to remunerate employees for their travel and subsistence while on Trust business and describe the types of vehicles available.

Whom is the development intended to benefit?
All staff

What evidence, research, guidance or data has been used, if any? ***For example*** *- Standards for Better Health (Annual Health Core Standards), Tackling Health Inequalities, Delivering Race Equality in Mental Health 2007, Valuing People*
Annual Health Check standards SMHP's Integrated Business Plan, Vision and Objectives Road Traffic Act 1988

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Initial Impact Assessment

Please refer to EIA guidance & Single Equality Scheme

Equality area	Please explain how the development promotes equality	Could the development have any negative impacts? If so, please complete a Full Impact Assessment, unless there are NO legal implications	State any research or guidance used or any consultation or involvement that has influenced the assessment (eg staff, service users, family carers, organisations or community groups)
Age	The policy does not addresses any age related issues	No	Age legislation
Disability	The policy is written to include disability within the safety of employees	No	Disability legislation
Gender	The policy is inclusive of all employees	No	Equality Opportunities Policy Single Equality Scheme
Race	The policy is inclusive of all employees	No	Equality Opportunities Policy Single Equality Scheme
Religion or Belief	The policy addresses the exemption of wearing headgear under the Road Traffic Act 1988	No	Equality Opportunities Policy Single Equality Scheme
Sexual Orientation	The policy is inclusive of all employees	No	Equality Opportunities Policy Single Equality Scheme
Dignity & Human Rights	The policy addresses EWTD regulations	No	Human Rights Act European Working Time Directive

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Action plan for Initial Impact Assessment

Please provide relevant evidence and action plans to show how the key areas to be addressed will be achieved.

Equality Area	Action required to support the outcome of the Initial Impact Assessment	evidence used (including consultation)	Responsible / Lead person
Age			
Disability			
Gender			
Race			
Religion or Belief			
Gender			
Sexual Orientation			
Dignity & Human Rights			

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Please identify any potential risks relevant to this development / review
Risk is in not achieving model employer objective.

Can it be addressed within the existing resources? **YES / NO***
Yes

Is there a need for additional resources? **YES / NO***
No

Please sign and date the 'Sign off' form and forward it to Sujata Gathani for publication on SMHP web site

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Full Impact Assessment

Please note only areas identified in the relevant Initial Impact Assessment screening require full impact assessment. However you will need to consult and involve appropriate groups, organisations and research / guidance / legislation that provides evidence to ensure that SMHP is complaint

Equality Area	Key areas to be addressed based on the outcome of the Initial Assessment	Outcome from the action plan	Start date	Date action plan completed	Responsible person / team
Age					
Disability					
Gender					
Race					
Religion or Belief					
Sexual Orientation					
Dignity & Human Rights					
Government / NHS requirements					

Date form completed: 09/10/2008

Action plan for Full Impact Assessment

Please provide relevant evidence and action plans to show how the key areas to be addressed will be achieved.

Equality Area	Action plan based on evidence from Initial Impact Assessment	evidence used (including consultation)	How does is promote equality?	Responsible / Lead person
Age				
Disability				
Gender				
Race				
Religion or Belief				
Sexual Orientation				
Dignity & Human Rights				
Government / NHS requirements				

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How will this be monitored?

Please identify any potential risks relevant to this development / review

Can it be addressed within the existing resources?	**YES / NO***
Please explain	

Is there a need for additional resources?	**YES / NO***
Please explain	

Date form completed: 09/10/2008

Sign off

Please indicate if this is for	
Initial Impact Assessment	**Full Impact Assessment**

Job Title	**Print Name**	**Signature**	**Date**
Responsible Manager			
Equality & Diversity Manager			
Director Responsible			
Trust Executive Approval			

Date agreed to be published on

Publicity medium	Date	Publicity medium	Date	Publicity medium	Date
Web		Forums		Any other	
Intranet		Partnership Organisations			

Please sign and date the form and forward it to Sujata Gathani for publication on SMHP web site

Please contact Sujata Gathani, equality and diversity manager via sujata.gathani@smhp.nhs.uk or call 01473 329476 if you need further clarification or support completing the assessment. SMHP/comms/0057