

EQUALITY IMPACT ASSESSMENT (EIA)

Please refer Equality Impact Assessment guidance and SMHP Single Equality Scheme when completing the assessment.

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	Finance
Name of accountable person and job title	Dawn Denholm, Head of Financial Accounting & Contracting on behalf of Nick Gerrard, FD
Name of any other individuals, title and organisations involved	

Start date of Initial Impact Assessment	March 2008
End date of Initial Impact Assessment	March 2008
Start date of Full Impact Assessment	March 2008
End date of Full Impact Assessment	March 2008

Name of the development
Updated Standing Financial Instructions, Standing Orders, Scheme of Delegation

Is this a new or existing development?
Existing – annual update

Please provide a brief description and aims of the development
Requirement to review and update the Standing Financial Instructions, Standing Orders and Scheme of Delegation annually. Part of the ALE evaluation

Who is the development intended to benefit?
SMHP

What evidence, research, guidance or data has been used, if any? <i>For example - Standards for Better Health (Annual Health Core Standards), Tackling Health Inequalities, Delivering Race Equality in Mental Health 2007, Valuing People</i>
N/A

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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 employees, service users, family carers, organisations or the public groups)
Age	No impact	no	
Disability	No impact	no	
Gender	No impact	no	
Race	No impact	no	
Religion or Belief	No impact	no	
Sexual Orientation	No impact	no	
Dignity & Human Rights	No impact	no	

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			
Sexual Orientation			
Dignity & Human Rights			
Government / NHS requirements			

Please identify any potential risks relevant to this development
None

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

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

‘Sign Off’

Job Title	Print Name	Signature	Date
Manager responsible			
Equality and 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 “Sign off” above and forward it to the Equality & Diversity Manager for publication on SMHP web site.

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 compliant.

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					

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 it promote equality?	Responsible / Lead person
Age				
Disability				
Gender				
Race				
Religion or Belief				
Sexual Orientation				
Dignity & Human Rights				
Government / NHS requirements				

How will this be monitored?

Please identify any potential risks relevant to this development

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

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

‘Sign Off’

Job Title	Print Name	Signature	Date
Manager responsible			
Equality and 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			

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