

## Equality Impact Assessment Report Outline

Remember that your EIA report should demonstrate what you do (or will do) to make sure that your service/policy is accessible to different people and communities, not just that it can, in theory, be used by anyone.

1. **Name of Policy or Service** MEDICAL SECRETARY RESTRUCTURE
2. **Responsible Manager** JANE RIDGWAY + OPERATIONAL MAN. DEPT. DIR. HR TEAMUS
3. **Date EIA Completed**
4. **Description and Aims of Policy/Service (including relevance to equalities)** TO IMPLEMENT AN APPROPRIATE + CONSISTENT MED. SEC. STRUCTURE THAT MEETS THE NEEDS OF THE SERVICE
5. **Brief Summary of Research and Relevant Data** REVIEWED AS PART OF CIP + CONCERNS RAISED BY OP. MANAGERS REGARDING EQUALITY OF CURRENT STRUCTURE
6. **Methods and Outcome of Consultation** CONSULTATION IN LINE WITH TRUST POLICY - ENDS 20 JUNE
7. **Results of Initial Screening or Full Equality Impact Assessment:**

Equality Group	Assessment of Impact
Age	LOW
Gender	LOW
Race	LOW
Sexual Orientation	LOW
Religion or belief	LOW
Disability	LOW
Deprivation	LOW
Dignity and Human Rights	LOW

- \* 8. **Decisions and/or Recommendations (including supporting rationale)**
- \* 9. **Equality Action Plan (if required)**
10. **Monitoring and Review Arrangements (including date of next full review)** 30 SEPT '11 (FOLLOWING IMPLEMENTATION)

\* ONLY PLACE WHERE THERE IS POTENTIAL FOR DISCRIMINATION IS THROUGH THE SELECTION PROCESS, WHICH WILL BE MANAGED THROUGH TRUST POLICIES PROCEDURES E.G. JOB SHARE ORGANISATIONAL CHANGE REFIT

Screening Grid

Equality Area	Key Equalities Legislation / Policy (See summary sheet)	Is this policy or service RELEVANT to this equality area? YES / NO	Assessment of Potential impact:		Reasons for Assessment
			positive (+)	negative (-)	
Gender	Sex Discrimination Act 1975 Equal Pay Act 1970 Equalities Act 2006 Gender Recognition Act 2004	YES	<p>NEUTHELTIVE &amp; -VE</p> <p>MANAGED THROUGH TRUST POLICES</p>	<p>negative (-)</p>	CHANGE TO MEDICAL SECRETARY STRUCTURE
Race	Race Relations Act 1976 Race Relations (Amendment) Act 2000	YES			
Disability	Disability Discrimination Act 1995 and 2005	YES			
Age	Age Regulations 2006	YES			
Sexual orientation	Equalities Act 2006 Relevant employment legislation	YES			
Religion and beliefs	Equalities Act 2006 Relevant employment Legislation	YES			
Dignity and Human Rights	Human Rights Act 1998 (relevant articles)	YES			