



Equality Impact: Screening and Assessment Form

Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.	
a. Name of policy or practice (list also any linked policies or decisions)	Substance Misuse policy
b. Name of department	HR
c. Name of Lead	Nicola Anderson, Head of Staff Governance
d. Equality Impact Assessment Team [names, job roles]	Nicola Anderson, Head of Staff Governance
e. Date of assessment	July 2015
f. Who are the main target groups / who will be affected by the policy?	All Service staff
g. What are the intended outcomes / purpose of the policy?	This policy sets out the principles for managing issues around the misuse by employees of drugs, alcohol and other substances in order to ensure a fair, reasonable and consistent approach.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes
If yes to any of the three needs complete all sections of the form (2- 7) If no to all of the three needs provide brief detail as to why this is the case and complete only section 7 If don't know: complete sections 2 and 3 to help assess relevance	

Section 2: Evidence, consultation and involvement			
Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.			
a. Previous consultation / involvement with community, including individuals or groups of staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics			
Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
Policy Review Group, Senior Management Team, Staff Governance Committee, Staff side colleagues and members.		No feedback in relation to this.	Age
As above		No feedback in relation to this.	Disability
As above		No feedback in relation to this.	Gender reassignment
As above		No feedback in relation to this.	Gender / sex
As above		No feedback in relation to this.	Marriage / civil partnership *
As above		No feedback in relation to this.	Pregnancy / maternity
As above		No feedback in relation to this.	Race
As above		No feedback in relation to this.	Religion / belief
As above		No feedback in relation to this.	Sexual orientation
As above		No feedback in relation to this.	Cross cutting - e.g. health inequalities - people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are

			homeless or those who live in rural areas. Other?
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	Available evidence
b. Research and relevant information	Research into how organisations can support staff in this situation without putting patient safety at risk .
c. Knowledge of policy lead	
d. Equality monitoring information -- including service and employee information	
e. Feedback from service users, partner or other organisations as relevant	
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	
Measure to address these; give brief details. Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	

Section 3: Analysis of positive and negative impacts Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations			
Protected characteristics	i. Eliminating discrimination	ii. Advancing equality of opportunity	iii. Fostering good relations
Age			
Positive impacts	No impact identified during this review.		
Negative impacts	No impact identified during this review		
Opportunities to enhance equality			
Disability			
Positive impacts	Staff may be considered to have a disability in line with the Equality Act 2010, for reasons related to a dependency on alcohol or drugs, and this policy will support staff in this situation.		
Negative impacts			
Opportunities to enhance equality			
Gender reassignment			
Positive impacts	No impact identified during this review		
Negative impacts			
Opportunities to enhance equality			
Gender / sex			
Positive impacts	No impact identified during this review		
Negative impacts			
Opportunities to enhance equality			
Marriage / civil partnership			
Positive impacts	No impact identified during this review		
Negative impacts			

Opportunities to enhance equality	
Pregnancy / maternity	
Positive impacts	No impact identified during this review
Negative impacts	
Opportunities to enhance equality	
Race	
Positive impacts	No impact identified during this review
Negative impacts	
Opportunities to enhance equality	
Religion / belief	
Positive impacts	No impact identified during this review
Negative impacts	
Opportunities to enhance equality	
Sexual orientation	
Positive impacts	No impact identified during this review
Negative impacts	
Opportunities to enhance equality	
Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those	

who live in rural areas.	
Other	
Positive impacts	No impact identified during this review
Negative impacts	
Opportunities to enhance equality	
Note: specific actions relating to these measures can be listed at section 5	

Section 4: Addressing impacts	
Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan	
	Reasons
a. No major change - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	Very little by way of impact identified.
b. Adjust the policy – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. Continue the development and implementation of the policy without adjustments – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to	

<p>have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	
<p>d. Stop and remove the policy - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	

Section 5: Action plan Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation					
Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
Not applicable					
* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc					

Section 6: Monitoring and review Please detail the arrangements for review and monitoring of the policy	
	Details
a. How will the policy be monitored? Provide dates as appropriate	Staff side and management feedback. Partnership meetings. Formal review in 2 years.
b. What equalities monitoring will be put in place?	
c. When will the policy be reviewed? Provide a review date.	August 2017

Section 7: Sign off Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
Nicola Anderson	Head of Staff Governance		July 2015

Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website	
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Provide date this was sent	
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