

APPENDIX 6

Equality Impact Assessment Summary

Name of author: Kate Clarke

Policy/service: Temporary Staffing Policy

Background

- Description of the aims of the policy
- Context in which the policy operates
- Who was involved in the process

- The Temporary Staffing Policy sets out overall policy for recruitment and selection of temporary staffing at Ashford and St Peter's Hospitals NHS Trust (the Trust) and incorporates agreed procedures for recruitment and selection of temporary staffing within the organisation, ranging from identifying the need to recruit the temporary member of staff through to orientation into the Trust. This is written in accordance with the Department of Health (2002) Code of Practice for the Supply of temporary staffing and the legislation under the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations (October 2002)

This policy forms part of Ashford & St Peter's Hospitals NHS Trust's commitment to create a positive culture of respect for all individuals including staff, patients, their families and carers, as well as community partners. The Trust's values (the 4 Ps) and The Staff Pledge are integral to all aspects of day to day life in the organisation and underpin the application of all our employment policies and procedures.

- NHS environment, legislation, Agenda For Change Terms and Conditions, Government agenda
- HR Department, Employee Partnership Forum, Operational Managers, Staff Networks and the Trust Executive Committee

Methodology

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)
- The data sources and any other information used

- During the period January to March 2011, the diversity profile of the Trust's usage of temporary staffing will be analysed and recommendations will be made accordingly.

Key Findings

<ul style="list-style-type: none"> • Describe the results of the assessment • Identify if there is adverse or a potentially adverse impacts for any equalities groups
<ul style="list-style-type: none"> • To be confirmed.
<p>Conclusion</p> <ul style="list-style-type: none"> • Provide a summary of the overall conclusions
<ul style="list-style-type: none"> • To be confirmed
<p>Recommendations</p> <ul style="list-style-type: none"> • State recommended changes to the proposed policy as a result of the impact assessment • Where it has not been possible to amend the policy, provide the detail of any actions that have been identified • Describe the plans for reviewing the assessment
<ul style="list-style-type: none"> • To be confirmed

Guidance on Equalities Groups

<p>Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)</p>	<p>Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)</p>
<p>Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)</p>	<p>Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)</p>
<p>Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)</p>	<p>Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)</p>
<p>Culture (consider dietary requirements, family relationships and individual care needs)</p>	<p>Social class (consider ability to access services and information, for example, is information provided in plain English?)</p>