

HPSS Agencies and Bodies

SCREENING TEMPLATE

For further information on screening, please refer to the leaflet entitled 'What staff need to know about screening for equality' available from the Human Resources Department.

(1) INFORMATION ABOUT THE POLICY

Title of policy

COMPLAINTS PROCEDURE – next version

Description of policy (*what it covers/ who it applies to*)

Management and monitoring of complaints

Aims of policy (*what it is meant to do*)

As above

(2) SCREENING THE POLICY

Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the policy (taking into consideration any evidence of higher or lower uptake by any of the 9 different groups)? [PLEASE COMPLETE THE TABLE BELOW]

Group	Yes/No	<i>If Yes, please briefly give details</i>
Gender	NO	
Age	NO	
Religion	NO	
Political Opinion	NO	
Marital Status	NO	
Dependent Status	NO	
Disability	NO	
Ethnicity	NO	
Sexual Orientation	NO	

Is there an opportunity to better promote equality of opportunity or good relations by altering the policy or working with others in government or in the larger community? If so, what would you suggest?

N/A

Please detail information and views (e.g. of colleagues or service users) that you used to make your screening judgement.

N/A

(3) SHOULD THE POLICY BE SUBJECT TO EQUALITY IMPACT ASSESSMENT?

Equality impact assessment procedures are confined to those policies considered likely to have significant implications for equality of opportunity.

If your screening has indicated that a policy is having an adverse differential impact, how would you categorise it? Please tick.

Significant impact	<input type="checkbox"/>
Low impact	<input type="checkbox"/>

Do you consider that this policy needs to be submitted to a full equality impact assessment?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If **No** but the policy has significant impacts, please give reasons for your recommendation.

N/A

Policy Screened by: _____ C KINNEY , DSGM_____

Date: _ 14 March 2008