

Equality Impact Assessment (EIA) - Evidence Form

The PCT strives to design and implement services, policies and measures that meet the diverse needs of our service population and workforce, ensuring that none are placed at a disadvantage over others. This form is designed to help you to consider the needs and assess the positive, adverse or neutral impact of your policy, protocol, proposal or service on all groups within our local communities, and to record the evidence that you have done so. Any proposal or policy submitted to the Board must have undergone EIA.

This form will be used as evidence of the assessment you have undertaken. It will need to be made available to the Board and PCT's Equality and Diversity Steering Group.

Policy/Proposal/Service Title _____ Pre-employment Screening

Name of EIA Lead _____ Joanna Whall, HR Manager _____

Others involved in assessment _____

Date EIA commenced _____

EIA Completed and Approved

Signature (Lead Director): _____

Name (print) _____

Job Title: _____

Date: _____

ONCE COMPLETED, PLEASE SUBMIT TO EQUALITY AND DIVERSITY LEAD FOR EVIDENCE AND PUBLICATION.

STAGE 1: Standard Screening

EIA questions	EIA Narrative	Sources of Evidence
<p>1. What is purpose and objectives of the policy, proposal or service?</p>	<p>The process of pre-employment screening is to ensure that Oxfordshire Primary Care Trust carries out their duty of care and thereby complies with the Health and Safety at Work Act (1974), its regulations and the Disability Discrimination Act (1995) and Disability Discrimination Act amendment regulations (2005).</p> <p>PTH provides the Occupational Health Pre-Employment Screening service for OPCT and recommends that Pre-Employment Screening occurs for their employees before they commence work.</p> <p>The Partners/Stakeholders involved are as follows:-</p> <p>Chief Executive of the PCT Human Resources Department Health & Safety Committee Employees of the PCT Staff Partnership Forum Unions PCT Board Occupational Health Department</p>	
<p>2. Who is the policy, proposal or service aimed at?</p>	<p>This document applies to all prospective employees of Oxfordshire PCT. This policy also applies to those staff on Honorary Contracts, Volunteers and those on work experience.</p>	
<p>3. Does it affect one group less or more favourably than another (see groups below)?</p>		
<p>Male or Females</p>	<p>Neutral impact</p>	

EIA questions	EIA Narrative	Sources of Evidence
People of different ages	Neutral impact.	
People of different ethnic groups	Neutral impact	
People of different religious beliefs	Neutral impact	
People who do not speak English as a first language	Potential for negative impact if staff who are not fluent in English are not supported to understand the policy and be able to use it.	
People who have a physical disability	Potential negative impact. However screening is designed to provide recommendations and advice to the PCT where Occupational Health have identified a health problem which may cause a potential limitation.	
People who have a mental disability	Potential also for negative impact if staff are not supported to understand the policy and be able to use it.	
People with learning disabilities	Potential also for negative impact if staff are not supported to understand the policy and be able to use it.	
Women who are pregnant or on maternity absence	Neutral impact	
Single parent families	Neutral impact	
People with different sexual orientations	Neutral impact	
People with different work patterns (part-time, full-time, job-share, short-term contractors,	Neutral Impact	

EIA questions	EIA Narrative	Sources of Evidence
employed, unemployed)		
People in deprived areas and people from different socio/economic groups	Neutral impact	
Asylum seekers and refugees	Neutral impact	
Prisoners and people confined to closed institutions, community offenders	Neutral impact	
Carers	Neutral impact	
Rural and/or isolated communities	Neutral Impact	
<p data-bbox="209 1122 418 1417">4. Have you identified any potential discrimination or adverse impact that cannot be legally justified?</p> <p data-bbox="209 1458 418 1608">If unsure, consult with the PCT Equality and Diversity Lead.</p>		