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| **1. Equality Impact Analysis** | |
| **Policy / Project / Function:** | Corporate Records Management Standards and Procedures  Policy |
| **Date of Analysis:** | 13/01/14 |
| **This Equality Impact Analysis was**  **completed by:**  **(Name and Department**) | C Wallace - IG Manager – CSU IG Team |
| **What are the aims and intended effects of this policy, project or function ?** | The Policy defines the way in which any records, corporate or clinical, will be created, stored and disposed of by the CCG. The  policy provide instructions to departments on how records should be managed to ensure that they remain accurate, available and are disposed of once their purpose has been for filled. |
| **Please list any other policies that are related to or referred to as part of this analysis?** |  |
| **Who does the policy, project or function affect ?**  Please Tick  | Employees  Service Users  Members of the Public  Other (List Below) |

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| 2. **Equality Impact Analysis: Screening** | | | | |  |
|  | Could this policy have a positive impact on: | | Could this policy have a negative impact on: | | Is there any evidence which already exists from previous  (e.g. from previous engagement) to evidence this impact |
| Yes | No | Yes | No |  |
| **Race** |  |  |  |  |  |
| **Age** |  |  |  |  |  |
| **Sexual Orientation** |  |  |  |  |  |
| **Disabled People** |  |  |  |  |  |
| **Gender** |  |  |  |  |  |
| **Transgender People** |  |  |  |  |  |
| **Pregnancy and Maternity** |  |  |  |  |  |
| **Marital Status** |  |  |  |  |  |
| **Religion and Belief** |  |  |  |  |  |
| **Reasoning** |  | | | | |
| **If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7** | | | | | |