

EQUALITY AND DIVERSITY IMPACT ASSESSMENT FORM

Please refer to guidance prompts before completing this form

Name of Service or Policy WIMS Estates Facility Management software upgrade
Manager I.T Project Manager **Department** Health Informatics Service
Date 18th November 2009 **Contact Telephone Number**

Part 1	GENERAL
1	Provide a brief description of the main service or policy for assessment including its aims and objectives
	To build an effective database that can support both the Estates / Facilities departments and provide when required a detailed audit trail. It is important to ensure that, all Estates and Facilities staff can access and record details of events whenever and wherever the requirements arise
2	List the main stakeholders/beneficiaries in terms of the recipients of the service or the target group at whom the service/policy is aimed
	Estates staff
3	What data or evidence have you researched? Roughly how many/what proportion of staff or patients will be affected?
	Not Applicable
4	Who have you consulted with: e.g. staff, patients, service users? What consultation methods did you use e.g. satisfaction surveys, focus groups or patient observations, meetings, or networking, and any alternative arrangements you have made or are planning for consulting with hard-to-reach groups. When did you carry out this consultation and how were the results publicised?
	Not Applicable

Examples of equality groups are black and minority ethnic (including gypsies' travellers & migrants), men, women and transgender, disabled (included mental health), gay, or lesbian, older and younger people and different minority religious or belief and non belief groups.

EQUALITY AND DIVERSITY IMPACT ASSESSMENT FORM
 Please refer to guidance prompts for before completing this form

Part 2 Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reasons for Impact
Age			✓	
Disability			✓	Any staff requiring the ability to view documentation on a pc but are visually impaired could have access to magnifying software
Faith and Belief/Non Belief			✓	
Gender			✓	
Transgender			✓	
Race			✓	
Sexual Orientation			✓	

Outcomes

What changes have been made to remove or reduce any negative impact? Any action points should be included in Departmental action plans, with monitoring and review processes.

Signature IT Project Manager	Date 18/11/2009
--	-------------------------------