

GUIDANCE ON THE ELECTION OF PARENT MEMBERS OF LOCAL REVIEW BOARDS



Summary	Guidance on the Election of Parent Local Review Board Members	
Responsible Person/Author:	Head of Governance and Compliance	
Applies to: (please circle/delete as appropriate)	Staff <input type="checkbox"/>	Student <input type="checkbox"/> Community <input checked="" type="checkbox"/>
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Version:	1	

DOCUMENT CONTROL

Date	Version	Action	Amendments
01.03.2021	1	Policy created	

Introduction

1. The Rodillian Multi Academy Trust (“the Trust”) has chosen to maintain a Local Review Board (“LRB”) at each Academy and for each LRB to have 2 Parent members.

Scope and Purpose of this Policy and who it applies to

2. The Trust is committed to high performance against Trusts of a similar size. The purpose of this Policy is to develop this commitment by recruiting Parent LRB members.
3. This policy applies to potential Parent LRB members, LRB members and employees of the Trust involved in the recruitment and election of Parent LRB members and the administration of Trust Governance.

Publication of this Policy

4. When this Policy is approved by the Trust Board, it will be brought to the attention of Academy Principals and LRB’s and remain available for them to read as needed. Following any amendment or replacement of this Policy, an updated version will be made available to Academy Principals and LRB’s and they will be advised where they can access the amended policy.
5. The policy will be reviewed annually by the Trust Board.
6. Guidance on any aspect of this policy can be obtained from the Head of Governance and Compliance, amarham@rodillianacademy.co.uk.

Responsibility for the Policy

7. The Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the Trust framework. The Trust Board shares day to day responsibility for operating this policy with the Trust Executive, Local Review Boards and the Principal at each Academy. All members of staff are responsible for making a success of the policy.

Aims of this Policy

8. To provide a clear and understandable procedure as to how the Trust will approach the election of Parent LRB members.
9. To provide a strategy as to how the Trust will approach succession planning for Parent LRB members.
10. To support the mission, vision and values of the Trust and its Academies.

Other Documents

11. This Policy does not cover all aspects of recruitment of Parent LRB members and aspects of Governance which will effect recruitment at all levels of Governance and should therefore be read in conjunction with the other documents which are detailed in Appendix 1.

Articles of Association of the Trust

12. Article 53 of the Trust's Articles of Association provides for the Trust to have 2 parents on the Trust Board or for the LRB's to have 2 parent members. The Trust has decided to aim for each Academy LRB to have 2 parent members.
13. Parent members of LRB's shall be elected or appointed (in accordance with the terms of reference determined by the Trust Board from time to time). For these purposes, this Policy should be taken to be incorporated into the Trust's Terms of Reference for LRB's.
14. Parent members of LRB's may be appointed by the Trust Board if the number of parents standing in any election is less than the number of vacancies. If the Trust Board does this, the person appointed must be a parent at the Academy to which they are to be appointed to the LRB; or where it is not practical to do so, a person who is the parent of a child of compulsory school age. In these circumstances, a person may only be appointed where it is thought in the opinion of the Trust Board that the person has skills to contribute to effective governance and the success of the Academy. At the end of the term of a person appointed by this method, the Academy must attempt to elect a parent member of the LRB. This does not prevent the incumbent being otherwise appointed a member of the LRB by the Trust Board.
15. The Trust Board shall make all necessary arrangements for and ultimately determine all other matters relating to the election of Parent members of LRB's.

Timing of Elections

16. Academies must hold elections when there are less than 2 parent members of the Academy LRB.
17. Academy Principals should conduct elections as soon as possible after receiving notice of the resignation of an existing Parent LRB member, or, where a term of office is due to expire, on a basis which a new Parent LRB member is able to take office when their predecessor's term ends.

Eligibility

18. All parents and carers of students registered at the Academy at which the election is taking place on the date on which nominations are sought, are eligible to nominate candidates, to vote and stand for elections to the Academy LRB.
19. The term "parent(s)" includes a guardian and everyone who has parental responsibility for a student at an Academy.

Disqualifications

20. A person is disqualified from holding or continuing to hold office as a Parent LRB member if:
 - They are under 18;
 - They are paid to work at the Academy for more than 500 hours in any 12-month period;
 - They are eligible for election as a staff member of the LRB;

- They fail to attend meetings for a continuous period of 6 months from the first meeting they have missed without the consent of the LRB;
- Their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced or they are subject to a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- They are subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
- They are subject to an order made under section 429 (2)(b) of the Insolvency Act 1986;
- They have been removed from the office of trustee of a charity by an order of the Charity Commission or the High Court on the grounds of misconduct or mismanagement in the administration of a charity;
- They are prohibited by statute from being employed by the Trust;
- They have been convicted of an offence which has led to their imprisonment for a period of at least 3 months;
- They refuse a request from the Head of Governance and Compliance of the Trust to make an application under section 113B of the Police Act 1997 for a criminal records certificate and
- They fall into one of the criteria above and have been a non-parent member of the LRB

21. Where a person is disqualified from holding or from continuing to hold office as an LRB member, they must give notice of that fact to the Head of Governance and Compliance.

Conduct of Elections

22. The Academy Principal will be the returning officer who will supervise the election with the assistance of 2 witnesses, one of whom should be a member of the LRB, neither of whom is eligible to participate in the election.

23. Where a vacancy arises for a Parent member of the LRB, the Academy Principal will inform parents at the Academy of the fact, and of the arrangements for filling the vacancy, by letter. The letter may be sent by email or such other electronic communication tool the Academy routinely uses to communicate with parents. If the Academy is aware that some parents do not have access to email or other electronic communication, they should send the letter by such other means as they usually communicate with parents. See model letter to parents at Appendix 2.

24. Each parent has one vote in the LRB election, irrespective of the number of students they have in the Academy. Where one parent is not living at the address registered for a student but the Academy is aware of the parent's address, the communication should be sent to the parent's last known address,

25. Nomination forms in the form appended at Appendix 3 and Candidate Information Forms in the form appended at Appendix 4 should also be sent with the letter to parents or be made available from the Academy and sent on request to parents.

26. A parent may nominate as many other eligible parents as there are seats to fill. Each nomination to be valid, must be seconded by another eligible parent and the nominee must complete a declaration that they are not disqualified from being an LRB member and a confirmation about

their contribution to the LRB. The nomination form and completed candidate information form should be returned by the date mentioned in the Letter to Parents.

27. In the event that an insufficient number of candidates come forward to fill the vacancies, it is unnecessary to hold an election. Any candidates who come forward will be automatically appointed to serve a term of 4 years to run from the day of the proposed election.
28. Where the number of nominations exceeds the number of places filled, a ballot will be held, for which **each parent** will be provided with details of the candidates as have been provided by them, excluding their home address. This information should be sent in the same order as the ballot paper and either:
 - A ballot form (Appendix 5) for submission or return electronically **OR** if the Academy is aware the parent does not have electronic access then
 - A ballot paper (Appendix 5) for return to the Academy and **2** envelopes for the return of the ballot paper and instruction in the use of the “double envelope” system (See Appendix 6).
29. Postal ballot papers must be returned by the due date, and envelopes kept **unopened**, under lock and key, until the appointed time for the count.
30. The count must be carried out at the time and date fixed by the Academy Principal as Returning Officer. The count must be witnessed by the Returning Officer and 2 witnesses, one of which must be a member of the Academy LRB, neither of whom should be eligible to take part in the election, and by any candidates or their nominees who have accepted the invitation to be present.
31. The following procedure must be followed at the count:
 - If not already checked, check the validity of those who have voted electronically against details of parents eligible to vote and ensure all parents have only voted once.
 - If not already checked, check outer envelopes carrying parents’ signatures/names against those parents eligible to vote.
 - The number of votes received electronically for each candidate should be recorded by the Returning Officer.
 - At the appointed hour, the outer envelopes are opened in the presence of the two witnesses and the inner envelopes **still unopened** placed in a pile.
 - The sealed inner envelopes are opened in the presence of the two witnesses as detailed above.
 - The total number of votes both postal and electronic recorded for each candidate should be recorded by the Returning Officer.
 - Candidates or their nominees may witness the count but must not be involved in the actual count.
32. The following are to be regarded as spoiled votes and must not be counted:
 - Any electronic votes received after the time given for votes to be received by.
 - Any ballot paper where votes are cast for more candidates than are to be elected.
 - Any ballot paper which is signed.

- Any ballot paper which is not enclosed in a sealed, unmarked envelope within an outer envelope which is sealed and signed and capable of being identified as coming from an eligible parent.

Where any doubt arises as to whether a vote should be discounted, Returning Officers should contact the Head of Governance and Compliance.

33. The candidates with the highest number of votes shall be declared elected. In the event of a tie, the election will be decided by the toss of a coin by the Returning Officer in the presence of the candidates concerned, or their nominees.
34. The result of the election, the name of the nominee(s) and of those appointed as Parent members of the LRB, will be posted at a suitable place on the Academy premises for 21 days. (see Appendix 7) Parents should be notified as soon as practicable **but** a letter to each parent is not necessary and the information can be imparted to parents in any general communication sent to all parents such as a newsletter.
35. The Academy Principal will inform the Head of Governance and Compliance and the Clerk to the Local Review Board of the name and contact details of the successful candidates.

Appointment of Parent LRB members

36. The appointment of a Parent member of the LRB shall take effect from:
 - The date of the election/appointment where there is a current vacancy or
 - The first school day following that of the completion of the term of office of the current parent LRB member that they are replacing.
37. The new parent member of the LRB should not receive any confidential papers or be privy to any confidential discussions at the LRB until such time as the Head of Governance and Compliance has confirmed to the Academy Principal that the Parent member has received Disclosure Barring Service (“DBS”) clearance.
38. Principals are asked to write individually to any candidate who is unsuccessful in the election. Thank them for putting their name forward, apologising for there not being enough vacancies for them to have a place on the LRB, that details of the number of votes cast can be obtained on request from the Academy office and thanking them for their interest.

LRB continuity

39. Parent members of the LRB are encouraged to take part in the induction processes that all members of Trust Governance are offered.
40. It is desirable to ensure the continuity of the LRB, to aid its effectiveness. It is incumbent on the Academy Principal and the LRB chair to ensure that elections take place on a timely basis. In practice this means that as a parent LRB member’s term of office draws to a close, an election should be held with the new parent LRB Member commencing from the school day after the previous term expires. If a parent LRB Member is eligible to stand for a further term and is re-elected their term should also start at that time.

41. Any resignation of a parent LRB Member should be immediately reported to the Head of Governance and Compliance. The Academy Principal should institute election proceedings without delay and not wait until the LRB has discussed the situation.

Different Terms of Office

42. There may be some circumstances where an election for more than one parent member and where the starting date is not the same but it is expedient to combine the election for a current vacancy with that for a replacement on expiry of a current term. In such circumstances the ballot (Appendix 5) should have the section below the candidates' names as follows:

Number of Candidates to be elected	Number
The candidate with the highest number of votes will serve for four years from	Date
The candidate with the next highest number of votes will serve for four years from	Date
Number of votes not to exceed	Number

Monitoring

43. The Head of Governance and Compliance will monitor the implementation and effectiveness of the policy and will also deal with any queries raised by anybody who is involved in the implementation of this policy.
44. The Head of Governance and Compliance will monitor the relevant legislation, guidelines, and information forthcoming from the relevant statutory bodies for any recommendation or changes. Where a gap, potential inequality or shortfall in performance is identified within the policy, the Head of Governance and Compliance will advise the Board of Trustees of any changes that are needed and a proposal will be submitted to the Trust Board within an appropriate timescale. There will be a full review of the policy by the Head of Governance and Compliance prior to the stated review date where recommendations will be made for consideration by the Trust Board.

Diversity

45. The Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the Equalities Act 2010 and associated guidance produced by the Department for Education.

Appendix 1 – Linked Documents to this Policy

Terms of Reference

1. Local Review Boards

Other Governance Documents

1. Scheme of Delegation
2. Articles of Association of the Trust
3. The Trust Governance, Recruitment, Induction and Succession Planning Policy

Other Documents

Governance Handbook

Appendix 2 – Model Letter to Parents

Dear Parents

Election of Parent member(s) of the Local Review Board

I am writing to inform you about an election of Parent member(s) of the Academy Local Review Board. The Local Review Board includes up to 2 members to be elected by Parents. There are currently number of vacancies for Parent LRB member(s) within the Academy. Parent LRB members will serve for a period of 4 years, unless they resign during their term of office. They can continue in office even when their children have left the Academy in order to complete their term.

The Local Review Board comprises:

- Up to 5 members appointed by the Rodillian Multi Academy Trust (“the Trust”) Board;
- 2 parent/carer members elected by parents;
- 2 staff members elected by the Academy staff body.

The Academy Principal attends most meetings of the Local Review Board.

What does the Local Review Board do?

The Local Review Board are responsible for monitoring the implementation of the Trust vision, ethos, strategy and attending inspections of the Academy. Monitoring standards, curriculum and assessment and Safeguarding, pupil premium and health and safety in the Academy. The Local Review Board is not involved in the operational running of the Academy. The day to day management of the Academy is the responsibility of the Academy Principal.

Do Parent Local Review Board members have special responsibilities?

No, Parent Local Review Board members do not have extra duties. The Local Review Board work as a team with shared responsibilities. Parent Local Review Board members speak **as** parents: they can't speak for **all** parents.

How are Parent Local Review Board Members appointed?

The term “parent” in terms of the Local Review Board includes anyone who has a student registered at the Academy, as well as ‘natural’ parents.

If more nominations are received than there are places to fill, there will be a secret ballot and a ballot form will be made available electronically or by post to those that cannot access electronic ballot forms. Each parent is entitled to 1 ballot irrespective of the number of children you have in the Academy. The Ballot form explains how votes may be cast.

If the number of nominations received are the same as the number of places to filled, then those people will be declared appointed. If there are fewer, they will be declared appointed and the Trust Board will be responsible for filling any vacancies by inviting a parent to become a Parent member of the Local Review Board.

Parent Local Review Board members must be people who have children at the Academy when they are elected. Applicants should have a strong belief in continually improving the education of students in the Academy and have the time available to commit to attend Local Review Board training and meetings. If you wish to stand for election, it is necessary to get two parents of students in the Academy to propose and second your nomination.

If you are unable to stand for election, you may know someone who can and parents with students in the Academy can nominate another parent for election. You can obtain a nomination form from the Academy and having signed it yourself and having it signed by a seconder and the nominee themselves return it by the closing date for nominations. You can nominate as many parents as there are vacancies but you must complete a nomination form for each.

Results of the Election

The names of those elected will be displayed at the Academy for 21 days and will be communicated to parents and carers.

Anyone having any query about the election should contact the Academy.

The closing date for nominations is

Yours sincerely

ELECTION OF PARENT LOCAL REVIEW BOARD MEMBERS

NOMINATION FORM

Name of Academy	
Number of Parent Local Review Board Members to be elected	
<p>A person is disqualified from being a member of the Local Review Board or continuing to be a member of the Local Review Board if:</p> <ul style="list-style-type: none"> • That person is aged under 18. • That person is a current student of any of the Trust’s academies. • That person becomes incapable by reason of illness or injury of managing or administering their own affairs. • That person is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that the office be vacated. • That person’s estate has been sequestered and the sequestration has not been discharged, annulled or reduced or is the subject of a bankruptcy restrictions order or an interim order. • That person is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order.) • That person ceases to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision). • That person has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission of the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated. • That person has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011. • That person has not provided to the Chair of the Board of Trustees or the Chief Executive a criminal records certificate at an enhanced level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of the Chair or the Chief Executive confirm their unsuitability to work with children that person shall be disqualified. <p>Where a person becomes disqualified from holding, or continuing to hold office as a Local Review Board member; and they are, or are proposed to become a Local Review Board member, they shall upon becoming disqualified give written notice of that fact to the Head of Governance and Compliance of the Trust.</p> <p>Please note that anyone volunteering to become a member of the Local Review Board will be subject to a check carried out by the DBS. This check is carried out to ascertain whether you are ineligible to be involved in the Governance of the Trust because either:</p> <ul style="list-style-type: none"> • You are disqualified from working with children by Section 35 of the Criminal Justice and Court Services Act 2000; or • You contravene one of the conditions imposed in the school governance regulations. 	

Please check this box to make a declaration:	
I declare that I am not disqualified from being a Local Review Board member	
Confirmation I confirm that:	
<ul style="list-style-type: none"> • I am committed to making an effective contribution to the governance and success of the Rodillian Multi Academy Trust. • I am eligible to become a Parent member of the Local Review Board. • In the event that a recommendation is accepted, I am aware that my appointment will be subject to me passing the relevant vetting check and my agreement to information being published by me as set out in the enclosed information. • The information provided on this form being retained and processed by the Trust and others involved in the appointment process, for the purposes of determining my suitability for the role, for subsequent quality assurance and monitoring purposes and for all other purposes reasonable associated with such use. • If any information given on this form is false or incomplete, then such false or misleading information may lead to my removal. 	
Signature of Candidate	
Name of Candidate	
Address of Candidate	
Proposers and Seconders must be eligible to vote in the election, obtain the signature, declaration and consent of the Nominee and may propose a candidate or candidates up to the number to be elected. (A completed form should be completed for each Nominee.)	
Name of Proposer	
Address of Proposer	
Signature of Proposer	
Name of Seconder	
Address of Seconder	
Signature of Seconder	

THIS FORM SHOULD BE RETURNED BY E-MAIL TO

**WITH THE CANDIDATE INFORMATION OR IN A SEALED ENVELOPE MARKED ‘CONFIDENTIAL –
PARENT LRB MEMBER NOMINATION’**

IT SHOULD BE RETURNED BY pm on

ELECTION OF PARENT LOCAL REVIEW BOARD MEMBERS

CANDIDATE INFORMATION FORM

Name of Academy	
Candidate Name	
Year group(s) of Parent's children in the Academy	
Experience and/or interests relevant to serving as a LRB Member	
Signature of Candidate	

ELECTION OF PARENT LOCAL REVIEW BOARD MEMBERS

BALLOT FORM

Note – This Form should be used by Academies either as a Microsoft Form or a Physical form to be used as postal ballots

Please read the notes below before casting your vote:

1. To be eligible to vote, Parents **must** have a child registered at the Academy on the date of the election.
2. Each parent may only vote once by electronic means or by postal ballot (irrespective of the number of children they have at the Academy) and has as many votes as there are seats to be filled. Parents may if they wish, cast fewer votes than the number of seats to be filled.
3. Do not cast more votes than there are seats to fill. If any person does, it will not be possible to count any of their votes. Each candidate can only receive one vote from each parent voting in the election.
4. If you are voting by post, please read the instructions below about returning your postal ballot.
5. If you are voting electronically or by post your vote must be returned to the Academy by pm on the

FAILURE TO COMPLY WITH THE PARAGRAPHS ABOVE WILL RESULT IN YOUR VOTE NOT BEING COUNTED.

Candidates

Postal ballot – Place an X
opposite the name(s) voted for or MS Forms section

Name in alphabetical order	
Name	
Name	
Name	
Name	
Name	

Number of candidates to be elected	
Number of votes on this ballot not to exceed	

Instructions on the Return of Postal Ballots

1. You have requested a postal vote in the Academy's election for parent members of the Local Review Board. **You must not vote by Post if you have already voted electronically.**
2. You have been provided with 2 envelopes. Place your ballot paper inside the **first** envelope and **seal** it. Do not sign, or otherwise mark, this envelope. Do not place more than one ballot paper in this first envelope.
3. Place the sealed envelope containing the ballot paper inside the second envelope and **seal** it.
4. Write your name in block capitals and sign your name on the second, outer envelope, and also write "**Parent LRB Election**" upon it. It would also assist if you wrote the name of one of your children who attend the Academy.
5. Return the envelope to the Academy as soon as possible, to arrive not later than the date shown below. Envelopes may be returned by hand of a student, or by post but they must be delivered to the Academy by the time and date given below or it will not be possible to count the vote contained.
6. It will **Not** be possible to count votes if:
 - Ballot papers are spoiled; or
 - Ballot papers are not returned in envelopes, or only 1 envelope; or
 - The inner envelope is signed; or the outer envelope is not signed.

THE BALLOT PAPER SHOULD BE RETURNED BY pm on



Appendix 6 - Election Result Notification

ELECTION OF PARENT LOCAL REVIEW BOARD MEMBERS

ELECTION RESULT NOTIFICATION

Name of Academy:

Candidates

Votes received

Candidate A	
Candidate B	
Candidate C	
Candidate D	
Candidate E	
Candidate F	

Number of Candidates to be elected:

As returning Officer in this election, I declare that the following are elected to serve as a Parent member of the Local Review Board for 4 years from (date)

Candidate A

Candidate B

Signature of Principal	
Name of Principal	
Signature of First Witness	
Name of First Witness	
Signature of Second Witness	
Name of Second Witness	



Appendix 7 - Equality Impact Assessment

Equality, Diversity, Cohesion and Integration Screening

As a Trust via the public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. Please also take due regard of Equalities considerations.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Organisation: Rodillian Multi Academy Trust	Department responsible for the Policy: Governance and Compliance
Lead Person: Adam Marham	Contact Number:

1. Title: Governance Recruitment, Induction and Succession Planning policy
Is this a: <input checked="" type="checkbox"/> Policy If other, please specify

2. Please provide a brief description of what you are screening
The Policy

3. Relevance to equality, diversity, cohesion and integration		
Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the Policy or proposal?		x
Could the proposal affect how services are organised, provided, located and by whom?	x	
Could the proposal affect our workforce or employment practices?		x
Does the proposal involve or will it have an impact on:? <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	x	

4. Considering the impact on equality, diversity, cohesion and integration
<p>Scope of the proposal – Those who stand for elected membership of the Local Review Boards.</p> <ul style="list-style-type: none"> • Who is likely to be affected – The community. • Consultation and engagement activities with those likely to be affected – ongoing feedback from staff and applicants, the Policy is made available on our website.
<ul style="list-style-type: none"> • Key findings <p>We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The HR Team is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas.</p> <p>The Policy has taken into account religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act.</p> <p>We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.</p>
<ul style="list-style-type: none"> • Actions <p>The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.</p>

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Adam Marham	Head of Governance and Compliance	01.03.21

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

Date screening completed	01.03.21
Date agreed at Trust Board	08.03.21