

Impact Assessment of: Leeds City Council's Blood Donation Sessions
Service/ Directorate: Resources – One HR
Date Completed: 31st July 2009
Lead Officer: Amanda Shaw

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Amanda Shaw	Leeds City Council – One HR	Lead Officer
Bill McCarthy	Leeds City Council – One HR	Senior HR Officer

Brief description of policy/ service:

The impact assessment aims to assess the way in which Leeds City Council's blood donation sessions are communicated and promoted to employees of the Council.

Brief account of how the impact assessment was carried out:

A fact finding exercise was carried out which included reviewing the National Blood Service website and donor health check form and Leeds City Council's Special Leave guidance & local conditions of service on hours and leave.

Service managers were consulted and their feedback was used to inform the equality impact assessment.

The Corporate & directorate staff groups Disabled staff Group, BME group, LGB & Women's group were also consulted through the joint diversity staff forum and their feedback was used to inform the equality impact assessment

Brief description of any adverse affects found:

Employees who wish to donate may be affected by the National Blood Service (NBS) rules on who can donate, who may not be able to donate, who should not donate and who should never donate. Examples include: Gender – women are unable to donate while they are pregnant & for 9 months after the birth; Disability – individuals with a disability may be unable to donate due to the medication they are taking. Sexuality – the NBS have rules relating to the sexuality of donors; Age – generally speaking only those aged between 17 and 65 can donate. The Council blood donation sessions are governed by the NBS rules and it is important for employees to be signposted to the appropriate advice and guidance available from the NBS.

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Explore options for providing employees with more advanced notice of Council blood donation sessions	Communications	On going
Explore options for providing more information about Council blood donation sessions to employees who don't have access to the intranet	Communications/HR/Managers	ongoing
Produce guidance for managers about the communication and promotion of blood donation sessions. The guidance should include appropriate messages to be delivered in team meetings, reference to the Special leave Policy & should signpost managers to the National Blood Service	HR	07-08-09

Contacts for further information:

Amanda Shaw – Corporate HR

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