APPENDIX 1 - INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: Memorandum of Understanding between Metropolitan Police Service and London Ambulance Service NHS Trust on Seizure of Ambulances and Other Assets.

 (Please remember that even informal policies & procedures need to be impact assessed.)

Is it new ☑   **or revised** ☐

(If revised, please attach a copy of the original Equality Impact Assessment.)

Senior Manager Responsible: Lee Brooks, AOM Control Services

Department: A&E Operations

Section: Control Services

EQUALITY IMPACT ASSESSMENT SCREENING TEAM

Name	Department	Role
Lee Brooks	Control Services	AOM / Policy Writer and User
Samad Billoo	Control Services	Senior Staffside / Critical Friend
John Gough	Control Services	Clinical Advisor
Paige Pearson	Control Services	Resource Coordinator

Date of screening   28 September 2010

Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.

This memorandum of understanding aims to develop working relationships between the LAS and MPS by ensuring each organisational need is considered as part of any decision to seize LAS assets. The memorandum of understanding significantly applies to MPS police officers and Crime Scene Managers/Examiners and LAS Officers though all LAS operational staff should have an understanding of this policy to expedite any decision making process in the absence of an LAS officer.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

Public – By increasing ambulance availability by better managing LAS vehicle and asset seizure by the MPS
LAS Operational and Control Services staff – The MoU provides guidance relating to impounding vehicles and outlines the actions required of each organisation. It also protected the dignity of LAS employees when uniform is seized by the MPS.
MPS – The MoU outlines guidance relating to seizure of LAS vehicles and equipment and reminds the SIO of the need to take into consideration the impact of the seizure to the wider public.

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Neutral	N/A
Disability	Neutral	N/A
Gender	Neutral	N/A
Race	Neutral	N/A
Religion or Belief	Neutral	N/A
Sexual Orientation	Neutral	N/A

Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

This is a new memorandum of understanding between both services so there is limited data to act on. Appendix 1 of the document for the LAS contains a record form which is to be sent to the AOM leading in Control Services who will be responsible for collecting these. These will be included in the first review of this MoU which will be 12 months after sign off.

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No ☑   Yes ☐

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

Name of Director: DDO Jason Killens   **Signature:**   **Date:** 28/09/2010

APPENDIX 2 - EQUALITY IMPACT ASSESSMENT TOOL

Senior Manager responsible: _____

Department: _____

Contact no: _____

Email: _____

EQUALITY IMPACT ASSESSMENT PROJECT TEAM

Please enter below the names of the project team members who carried out this impact assessment with you and their role in the impact assessment (e.g. team colleague or critical friend).

Name	Department	Role

		CRITICAL FRIEND

Date of completion of the Equality Impact Assessment _____

From the initial screening undertaken please state below:

Key aims of the function/policy/service etc.

Its intended benefits and for which equality strand groups

Any issues/recommendations identified in your screening

The evidence you are using for this impact assessment

Based on the initial screening, please state below what the positive/negative impact is on equality strand groups

Equality Strand Group	Positive/negative impact	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for an equality strand group or for any other reason?	Please set out the steps you will take to remedy any adverse impact and include them in your Action Plan.
Age			
Disability			
Gender			
Race			
Religion/belief			
Sexual Orientation			

Please state when and how you will monitor and review this policy/function/service etc.

Please insert into the Action Plan below any relevant activities you have identified from the impact assessment

Action	Staff member responsible	Timescale	Outcome

SUPPORTING DOCUMENTATION

Please refer to any relevant documentation you have used in carrying out this impact assessment (including reports, surveys, publicity materials etc. where appropriate)

Equality Impact Assessment Procedure Flowchart

(Please see next page)

Set up a project team & ensure everyone trained

Identify the aims of the policy/service/function etc.

Consider the relevance to equality strand groups

If any gaps, carry out more information-gathering or consultation

Assess the outcomes in regard to the equality strand groups

An adverse impact has been identified (Outcome C)

No adverse impact & it promotes equality of opportunity (Outcome A) – get Director approval, file on shared drive, publish assessment on Trust website & review to check impact as positive as possible.

No adverse impact but equality of opportunity not promoted (Outcome B) –

review to see if equality of opportunity can be promoted, adjust policy/service/function etc. accordingly, obtain Director approval, file on shared drive, publish on Trust website & review.

Is impact lawful?

Yes, ensure this is justified. e.g. by any overriding legislation

(Health & Safety etc.), get Director approval, file on shared drive, publish on website & review.

No - Take steps to remedy the adverse impact, get Director approval, file on shared drive, publish on website & review.