



**INITIAL SCREENING TOOL**

**Title of policy/service/function/procedure/programme/ or strategy being assessed: Induction Policy Statement and Local Induction Checklist**

Is it new  or revised

(If revised, please attach a copy of the original Equality Analysis.) No previous EA undertaken

**Senior Manager Responsible**                      **Ann Ball**

**Department**    Human Resources

**Section**    Human Resources

**EQUALITY ANALYSIS SCREENING TEAM** (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend)).

<b>Name</b>	<b>Department</b>	<b>Role</b>
Ann Ball	Human Resources	Deputy Director of HR
Steve Sale	Human Resources	Head of Workforce Modernisation
Charley Goddard	Human Resources	Staff Engagement Manager
Tim Stephens	Staff Side (Operations)	<b>Critical friend</b>

**Date of screening**                                      2<sup>nd</sup> March 2012

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

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

To provide an outline of the base-line induction for all new LAS employees and workers.

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

All employees and workers joining the Trust. Agency workers and voluntary staff and those working on behalf of the Trust e.g. Occupational Health providers will be subject to appropriate induction which may include attendance at the Corporate Induction course

Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a “protected characteristic” group, whether service users, staff or other stakeholders

“Protected Characteristic 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 a “protected characteristic” group or for another reason?
Age	Positive	
Disability	Positive	
Gender Reassignment	Positive	
Marriage and Civil Partnership (duty only applies to elimination of discrimination)	Positive	
Pregnancy and Maternity	Positive	
Race	Positive	
Religion or Belief	Positive	
Sex	Positive	
Sexual Orientation	Positive	

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**Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?**

This formal induction process ensures that the Trust's values (with regard to equality and inclusion) are properly explained and expectations regarding attitudes and behaviours are set out. In addition, new joiners from a "protected characteristic" group will be provided with the opportunity to raise at a very stage in their employment with a manager any concerns/issues they might have.

**Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – 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.**

The revision of the policy statement was required to reflect changes in governance requirements, so relevant senior managers have been involved. Delegate feedback from Corporate Induction almost always entirely positive and confirms that the programme gives new joiners a good foundation upon which to develop their understanding of the requirement of the organisation and the contribution they will make.

**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.**

N/A

**You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any "protected characteristic" group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.**

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N/A

If you have only identified a neutral or positive impact on any “protected characteristic” 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: Caron Hitchen

Signature: 

Date: 7.3.12

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