

APPENDIX 1 - INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed:

TP/089 Policy on Personally-issued equipment

(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 Edward Potter ADO

Department Fleet & Logistics

Section Logistics

EQUALITY IMPACT ASSESSMENT SCREENING TEAM

Name	Department	Role
Chris Vale	Fleet & Logistics	Performance Improvement Manager
Karen Merritt	Logistics	Corporate Logistics Manager
Geoff Davidson	Logistics	Logistics Manager

Date of screening 17/5/13

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

- The aim of the policy is to detail how personally issued equipment is managed by the Trust

The objectives are:

- To define 'personal issue' in the context of work-related equipment and for the purposes of the application of this policy
- To establish the responsibilities of staff and managers in connection with the provision and use of personally-issued equipment
- To define the means by which personally-issued equipment will be administered
- To establish a framework for managing loss, damage, theft or fraudulent abuse of equipment provided under the terms of this policy

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

The London Ambulance Service NHS Trust will benefit from this policy through the financial savings made by the reduction of expenditure needed to replace lost or damaged personally-issued equipment.

The patients cared for by the service will benefit by the reduction of the instances where their care is influenced by the lack of personally-issued equipment

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	No impact	
Disability	No impact	
Gender	No impact	
Race	No impact	
Religion or Belief	No impact	
Sexual Orientation	No impact	

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.

As this is a new draft policy there are no complaints, compliments, customer satisfaction surveys etc available. When the impact assessment is reviewed any available evidence will be taken into account at that time.

The policy does not introduce a new way of working or process for using equipment or wearing uniform. These issues are covered in other Trust policies. The policy outlines how some items of equipment/uniform will be personally issued and the associated record keeping and management requirements.

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: EDWARD POTTER

Signature: 

Date: 17 May 2013