



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: HR005 Recruitment and Selection Policy

Is it new: **yes**

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

Senior Manager Responsible Ann Ball

Department HR

Equality Impact Assessment Screening Team

Name	Department	Role
Ann Ball, Andrew Buchanan, Judy Brown, Hazel Smith, Nicola Bentley, Greta Jenkins, Greg Smith, Marcus Whalley, Lisa Cook, Chichi Nwike	HR	
Steve Sale	HR/Operations	Critical friend

Date of screening 13 January 2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



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

The Recruitment and Selection Policy is designed to ensure that recruitment to the Trust, as well as promotion within the Trust, is managed in an equitable way and based on an objective assessment of candidates against the requirements of the job.

The LAS benefits from the diversity of its staff and aims to develop a workforce that is both reflective of and knowledgeable about, the communities that it serves. At recruitment and throughout employment, individuals will be treated fairly regardless of their ethnic origin, gender, disability, sexual orientation, age, religion or belief.

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

Applicants both to the Trust and within the Trust in terms of being treated fairly.

The Trust in terms of getting the best staff regardless of background etc. Also the Trust in terms of ensuring that it meets it's obligations both in terms of good practice and the law.

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	Yes	
Disability	Yes	
Gender	Yes	

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Race	Yes	
Religion or Belief	Yes	
Sexual Orientation	Yes	

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.

The implementation/application of the policy is monitored by the distribution of recruitment statistics on a quarterly basis. At present the only categories reported/monitored are ethnicity, gender and disability. In accordance with the action plan, the categories will be expanded to include all equality strands.

Application of the entire policy e.g. proof of right to work, references, OH checks etc. is audited by the Recruitment Manager every six months.

The Recruitment Manager’s report will be submitted through the Deputy Director of HR via the Corporate Health and Safety Committee to the Risk, Compliance and Assurance Group

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

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



London Ambulance Service

NHS Trust

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: Caron Hitchen

Signature: 

Date: 23 Sept 2010

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