



17 2011

London Ambulance Service

NHS Trust



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: TP/029 Records Management and Information Lifecycle Policy

Is it new or revised

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

Senior Manager Responsible Stephen Moore

Department Governance and Compliance

Section _____

Equality Impact Assessment Screening Team		
Name	Department	Role
Sue Meehan	MI	Head
Nicola Foad	Legal Services	Head
Stephen Moore	Governance & Compliance	Head of RM
Gary Bassett	PED	Head

Date of screening 12/08/10

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



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Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.
To provide a framework for the systematic management of all health and corporate records created and used by the LAS throughout their lifecycle.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.
Staff, Trust, and the public will all benefit from records that will be accessible, but secure and produced to an acceptable quality.

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	
Disability	Neutral	
Gender	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sexual Orientation	Neutral	



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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.

There is no evidence that any of the equality strands are impacted by the policy.

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: Sandra Adams

Signature:

Date: 21/01/10

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