



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: TP/001 Policy and Procedure for the Development and Management of Procedural Documents

Is it new or revised

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

Senior Manager Responsible _____ Sandra Adams _____

Department _____ Corporate Services _____

Section _____

Equality Impact Assessment Screening Team

Name	Department	Role
Sandra Adams	Corporate Services	Director
Laila Abraham	GDU	Head of Governance

Date of screening _____ 26/08/09 _____

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



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

To set the scope and framework for the development of all LAS policies, procedures, protocols, strategies and plans. This framework is viewed as essential for good risk management and governance and will form one of the risk categories assessed by the NHSLA at level 2.

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

This policy is a core document within the NHSLA risk management standards for ambulance trusts and is intended to lead the development and improvement of the quality, format and consistency of Trust documents to ensure compliance with external requirements. It will feed into and support the SIP and will give local managers the guidance and framework they need to provide high quality consistent documentation that supports Trust practice.

It supports the work of the Equality & Inclusion team in redressing the impact of previous policies and procedures and to improve the quality of policy in line with best practice and equality legislation.

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	

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.

No known impact from this policy however, as a framework for all procedural documents, it incorporates the EQIA and communication processes which need to be followed by all authors and owners of procedural documents in future and is therefore intended to redress the impact of previously styled policies and procedures, and to improve the quality of policy in line with best practice and equality legislation.

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.

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.



London Ambulance Service **NHS**

NHS Trust

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: 27/5/10

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