



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: HR001
Management Policy Statement and Procedure - Employees' duty to request permission to undertake second jobs

Is it new? Yes

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

Senior Manager Responsible: Caron Hitchen

Department HR

Equality Impact Assessment Screening Team

Name	Department	Role
Judy Brown	HR	
Tracey Watts	HR	
Steve Sale	HR/Operations	Critical Friend

Date of screening 21/1/10

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.

This document sets out employees' responsibilities in regards to:
Requesting to work for another employer and working for another employer; or, to request to, and to conduct their own business.

The Trust has a responsibility to ensure that employees' additional employment does not affect their work in delivering or supporting the delivery of the highest possible standard of patient care.

The Trust also has a responsibility to monitor employees' hours of work under the Working Time Regulations including any hours worked for other employers.

It is a contractual requirement upon all LAS staff that they notify the Trust of any jobs that they wish to take up.

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

Policy is intended to protect LAS, staff and patients by ensuring that any additional work undertaken by LAS staff is subject to management review and approval.

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	

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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.

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 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: Caron Hitchen

Signature: 

Date: 25 Oct 2010

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Date: 16/03/2010	Owner: Equality and Inclusion