



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: **HR010 Agency Staff Booking Procedure**

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
Ann Ball	HR	
Hazel Smith	HR	
Nicola Bentley	HR	
Steve Sale	HR/Ops	Critical Friend

Date of screening 13/1/10

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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 aims of the policy are to define the process to be followed when managers need to book an agency worker. It applies to all instances where a member of staff is to be recruited from an agency or third party and the associated costs will be incurred by the Trust. It encompasses both short and long term engagements e.g. temporary administrative staff, as well as those taken for longer periods e.g. specialist contractors. It sets out the responsibilities of managers in regards to the recruitment of the agency worker.

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

To ensure that budgets are managed appropriately for the benefit of the LAS and those who fund the LAS.

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	None	
Disability	None	
Gender	None	
Race	None	
Religion or Belief	None	
Sexual Orientation	None	

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.

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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.

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: 26 Oct 2010

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