



INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: Management policy statement on staff responsibilities regarding communication

Management policy statement on staff responsibilities regarding communication

(Please remember that even informal policies & procedures need to be impact assessed.)

Is it new? - yes.

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

Senior Manager Responsible - Caron Hitchen

Department HR

Section HR

EQUALITY IMPACT ASSESSMENT SCREENING TEAM

Name	Department	Role
Jo Davis	Recruitment	Recruitment Manager
Julie Cook	HR	Senior HR Manager
Beverley Jeal	Public Education	Community Involvement Officer

Date of screening 23 June 2010

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.

The aim of this policy is to set out the responsibilities of all employees in regard to their communication around their work.

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

This policy is designed to give employees/ managers guidance on their responsibility with regard to communication about their work and therefore is intended to benefit employees/ managers by ensuring they are aware of their responsibility.

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.

As this policy is guidance on responsibilities regarding communication then there is no relevant evidence to draw on, the panel looked to ensure that all forms of communication were mentioned in order to ensure this could be applied to any equality strand 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 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.

N/A

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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: Caron Hitchen

Signature:

A handwritten signature in black ink, appearing to read 'C. Hitchen'.

Date: 26 Oct 2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
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