

APPENDIX 1 - INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: **Staff Engagement Strategy and Action/Delivery Plan**
(Please remember that even informal policies & procedures need to be impact assessed.)

Is it new or revised

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

Senior Manager Responsible: Caron Hitchen (Director of Human Resources and Organisation Development)

Department: Human Resources and Organisation Development

EQUALITY IMPACT ASSESSMENT SCREENING TEAM

Name	Department	Role
Charley Goddard	HR&OD	HR Manager- Staff Engagement (responsible manager)
Jamie Brown	HR&OD	Administrator (team member)
Helen Newick	Communications	Conference, Inductions and Reward Officer (critical friend)
Ricky Lawrence	HR&OD	Equality and Inclusion Officer (team member)
Pete Hannell	A&E Operations	Union representative (critical friend)

Date of screening: 2nd September 2010

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

The aims of the strategy are to:

- Improve staff satisfaction and engagement levels across the London Ambulance Service
- Involve staff in influencing
- Identify additional measures to monitor performance in the areas of staff satisfaction and engagement
- Support staff to maintain their health and wellbeing
- Improve patient experience/ care
- Improve organisational performance
- Become an employer of choice
- Support embedding of the NHS Constitution
- Support service objectives and priorities
- Support the Trust's Foundation Trust application

The intended outcomes are increases in staff satisfaction and engagement, patient satisfaction, productivity and retention and a reduction in unplanned absences.

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

All staff of the LAS- through greater involvement in decisions which affect them, improved processes through which they can share ideas and best practice, improved communication, support for staff networks, greater support re health and wellbeing issues, improved support for training and initiatives for improving working relationships with managers.

Patients of the LAS- research has shown that staff engagement is linked to higher patient satisfaction and better quality patient care (The Forum for People Performance Management, Northwestern University, *the relationship between employee satisfaction and hospital patient experiences; Putting patients first*)

The LAS itself- through a reduction in unplanned absences and increases in performance and innovation. (Chartered Management Institute, *Quality of Working Life 2007* research; Macleod Review, 2009)

Managers within the LAS- through an increase in development opportunities and support to build improved working relationships with staff.

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	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse,
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Strand Group		can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	<p>Positive -Action 1c (identifying ways to enhance staff involvement for staff working at band 7 and below, who make up 93% of the organisation's staff). -Action 3h (investigating bullying and harassment and acting upon it will help to prevent age related incidents)</p> <p>Potentially Positive -Action 2d (should be aspiration that the Staff Survey Steering group is representative re age)</p>	N/A
Disability	<p>Positive - Action 1h (offering ongoing support to staff networks inc. disability/carers group) - Action 1g (seeking additional ways to communicate with staff will help to ensure that those working part-time due to disabilities will receive important messages) - Action 3a (monitoring health and wellbeing issues could raise awareness of disability concerns) - Actions 3c, 3d and 3f (investigating initiatives to support health and wellbeing, including stress management will assist those will promote mental and physical good health) -Action 3h (investigating bullying and harassment and acting upon it will help to prevent disability related incidents)</p> <p>Potentially Positive -Actions 1d, 1e, 1f, 1g, 2a, 2b, 2e, 4a (all promote greater staff involvement, improved communication or better training. Ensuring that these opportunities are available at accessible locations/ at appropriate times will enable greater involvement from disabled staff) -Action 2d (should be aspiration that the Staff Survey Steering group has representation re disability) -Action 3e (recognising staff networks as a body to support staff engagement work and wellbeing would promote the views of disabled/caring staff)</p>	N/A
Gender	<p>Positive -Action 1g (seeking additional ways to communicate with staff will help to ensure that those working part-time/constant night shifts will receive important messages. This will assist those working these rotas due to family commitments, who may be predominantly women) -Action 3h (investigating bullying and harassment and acting upon it will help to prevent gender related incidents)</p>	N/A

	<p>Potentially Positive -Actions 1d, 1e, 1f, 1g, 2a, 2b, 2e (all promote greater staff involvement, improved communication or training support. Ensuring that these opportunities are available at appropriate times e.g. to include those on permanent night shifts, family friendly, flexible, job share and part-time rotas, will enable greater involvement from those with caring responsibilities, who may be predominantly women). -Action 2d (should be aspiration that the Staff Survey Steering group has male and female representation)</p>	
Race	<p>Positive -Action 3h (investigating bullying and harassment and acting upon it will help to prevent race/ethnicity related incidents)</p> <p>Potentially Positive -Action 2d (should be aspiration that the Staff Survey Steering group is representative re race)</p>	N/A
Religion or Belief	<p>Positive -Action 3h (investigating bullying and harassment and acting upon it will help to prevent religion/ belief related incidents)</p> <p>Potentially Positive -Action 2d (should be aspiration that the Staff Survey Steering group is representative re religion or belief)</p>	N/A
Sexual Orientation	<p>Positive -Action 1h (offering ongoing support to staff networks inc. LGB group (LASPride)) -Action 3a (monitoring health and wellbeing issues could raise awareness of staff concerns relating to sexual orientation) -Action 3h (investigating bullying and harassment and acting upon it will help to prevent homophobic related incidents).</p> <p>Potentially Positive -Action 2d (should be aspiration that the Staff Survey Steering group is representative re sexual orientation) - Action 3e (recognising staff networks as a body to support staff engagement work and wellbeing would promote the views of LGB staff)</p>	N/A

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 is a new strategy and the actions have yet to be implemented, no evidence has yet been gathered about its impact.

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.

After one year, the actions which have been undertaken as a result of this strategy will be assessed based on feedback from staff side, staff forums and staff survey results.

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.

None

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.

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Name of Director: Caron Hitchen

Signature:



Date: 22 September 2010