



### Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: HR011 Induction Policy Statement

Is it new: Yes

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

Senior Manager Responsible: Ann Ball

Department Human Resources

#### Equality Impact Assessment Screening Team

Name	Department	Role
Marcus Whalley, Greta Jenkins, Greg Smith	HR	
Steve Sale	HR/Operations	Critical Friend

Date of screening 13 January 2010

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.

Induction is principally a means of welcoming a new member of staff to the Trust, to familiarise them with both their local working conditions as well as gaining a broader understanding of the London Ambulance Service.

Importantly, it also sets out the expectations that the Trust has of individual employees as well as an outline of the Trust responsibilities towards, and more broadly what the Trust can offer, the member of staff.

Specifically it offers an opportunity to set out the Trust's Vision and Values and our responsibilities for patient care.

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

All new starters to the Trust in terms of being effectively introduced to the organization. How the Trust will support them and what their responsibilities are as an employee.

The Trust in terms of ensuring that new starters have a consistent and high level introduction to the organization.

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	Yes	
Disability	Yes	
Gender	Yes	
Race	Yes	
Religion or Belief	Yes	

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Sexual Orientation	Yes	
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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.

The effectiveness of the Corporate Induction is measured initially by written feedback from participants which is then considered by facilitators, which include the Chief Executive and the Deputy Director of HR.

Staff satisfaction with the induction processes are more broadly identified through feedback, including: trainers’ discussions with trainees; PDR and other manager/staff meetings and the Chief Executive’s consultation meetings. The feedback from the consultation meetings is collected and collated by the CE’s office and disseminated to all Directors for their action.

Corporate Induction - a sample check of attendance of new joiners will be conducted with the Conference Manager by the Recruitment Manager in October and April each year, the results of which will be reported to the Director of Human Resources and Organisation Development. and through the Corporate Health and Safety Committee to the Risk, Compliance and Assurance Group.

Local Induction - will be monitored by a sample check of personal files of new joiners conducted by the Recruitment Manager in October and April each year, the results of which will be reported to the Director of Human Resources and Organisation Development. and through the Corporate Health and Safety Committee to the Risk, Compliance and Assurance 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**

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

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# London Ambulance Service **NHS**

NHS Trust

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: 23 Sept 2010

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