



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: TP013 Claims Handling Policy and Procedure: clinical negligence, liabilities to third parties and property expenses scheme claims

Is it new or revised

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

Senior Manager Responsible Nicola Foad (Head of Legal Services)

Department Legal Services

Section Corporate Services

Equality Impact Assessment Screening Team

Name	Department	Role
Nicola Foad	Legal Services	Head of Legal Services
Victoria Smith	Governance and Compliance Team	Records Assistant
Karl White	Legal Services	Claims Manager
Maxine Ruff	Legal Services	Claims Manager
Kim Bayard	Legal Services	Claims Manager
Janice Markey	Equality and Inclusion Team	Equality and Inclusion Manager
Peter Hannell	Staffside	Critical friend/ North West Senior Sector Rep/ Paramedic
Sarah Hardy	Staffside	Critical friend/ LAS UNISON Vice Chairperson / Paramedic

Date of screening 27/07/10

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



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

The aim of the policy is to demonstrate that the processes for managing clinical negligence, personal injury, other liability and property expenses claims comply with the NHSLA requirements. Compliance with this aim will entail :

1. The specification of clearly defined duties, timescales, roles, responsibilities and delegated authority for claims management in the LAS.
2. Compliance with the legal and good practice requirements for NHS bodies in respect of claims and risk management including the requirements of membership of the CNST and Risk Pooling Scheme for Trusts, the Pre-Action Protocol for the Resolution of Clinical Disputes and the Pre-Action Protocol for Personal Injury Claims and avoiding the cost penalties for non-compliance.
3. The provision of information about the NHSLA schemes the LAS is a member of i.e. the CNST, LTPS, and PES.
4. Good communication with relevant stakeholders.
5. Effective arrangements for monitoring.
6. Demonstrating that the analyses of claims are used to identify where service and other improvements can be introduced.

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

Staff / public/ claimant – roles and responsibilities, expectations, approach makes for a fair and consistent procedure

The Trust – claims against Trust are handled in accordance with best practice and the law

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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	

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.

Staff support – roundtable feedback from staff
 Disability – forthcoming general guidance on the provision of reasonable adjustments
 Gender – (Carers) evidence of Legal Services providing support where required, e.g., financial provisions made to ensure child care provisions are made
 Race/ Religion/ Sexual orientation – no evidence of adverse 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

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London Ambulance Service **NHS**

NHS Trust

Ask for feedback on the support provided to staff during the case process via line manager/ using a questionnaire. Will be actioned by xx/xx/xx

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.

No

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: Sandra Adams

Signature: 

Date: 10/03/10

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