

London Ambulance Service

Equality Impact Assessments Form: a record of the assessment

Function/ policy being assessed:

Lease Car Policy

Directory/ service or corporate function?

Trust-wide policy

Date of assessment:

18 November 2009

Contact person for the assessment:

Tony Crabtree - Assistant Director, Employee Support Services

Members of the assessment group:

Steve Sale, Head of Operational Workforce Modernisation
Tony Crabtree

1 Aims of the function/ policy

There is no existing policy covering lease car arrangements. The policy sets out the eligibility criteria for consideration of provision of a lease car.

2 Current achievements and fact finding

Sources of information used, with references, location or links.
Anything you have learnt from previous consultation results with references or links. In particular any evidence you may have that impacts upon: **race, disability, gender, age, religion and belief, sexual orientation and human rights**

National terms and conditions handbook.
Existing lease car guidance notes.
Example lease car policies from other NHS trusts.
Internal reference group.
Consultation with existing lease car users and other senior managers.
Current lease car scheme provider.
DVLA/HMRC web site.

The policy sets out that eligibility criteria are based upon the requirements of the role and duties undertaken, not the identity or seniority of the post-holder.

3 Assessment and actions needed

Initial ideas for actions can go here. You will refine them further at stage 6. Please note the impact assessment will not be accepted unless group(s) affected is listed with a link to the action required. Primary areas to consider are: **race, disability, gender, age, religion and belief, sexual orientation and human rights**

Barrier	Group affected	Action needed	Responsibility	Timescale	Resources
Built environment	N/A	N/A			
Location	N/A	N/A			
Information and communication (no current policy)	Current and future lease car users.	Direct mail shot, publication on intranet	Senior managers	Publish December 2009	
Customer care and staff training	None	None			

Timing	Current and future lease car users	Effective immediately			
Stereotypes and assumptions	None – eligibility determined by role not identity.	None			
Costs of the service					Standardised approach to allowances means that increased numbers now eligible to receive higher allowance.
Commenting, consultation	See section 2 above				
Specific barriers	Eligibility determined by needs of job.				
Human Rights	None				
Other	None.				

5 Future consultation

Implementation to be monitored within first year; formal review to follow if need identified and not later than three years using same/similar reference groups.

6 Action plans, targets and priorities

Trust policy.

7 Monitoring and feedback

Details of how you will review action plans and progress. **All impact assessment action plans must be reported back internally and to the equality and diversity facilitators 6 monthly as a minimum.**

See 5 above

8 Tell people what you are doing

Information on how you will publicise decisions, actions and service improvements. How will you make this available to the public?

Direct email communication, intranet, internet.