


MEETING DATE:	8 October 2015	 North Lincolnshire Clinical Commissioning Group REPORT TO THE CLINICAL COMMISSIONING GROUP GOVERNING BODY
AGENDA ITEM NUMBER:	Item 7.8.3	
AUTHOR:	Liz Beecroft	
JOB TITLE:	Human Resources Advisor	
DEPARTMENT:	Yorkshire and Humber Commissioning Support	

RELOCATION ASSISTANCE POLICY AND PROCEDURE

PURPOSE/ACTION REQUIRED:	Decisions for Approval
CONSULTATION AND/OR INVOLVEMENT PROCESS:	All staff have had an opportunity to contribute to the development of the policy. The policy has been approved by the Joint Trade Union Partnership Forum (JTUPF) on Wednesday 26 August 2015.
FREEDOM OF INFORMATION:	Public

1. PURPOSE OF THE REPORT:			
To present the following new and/or revised Workforce policy for the approval of the Governing Body;			
<ul style="list-style-type: none"> Relocation Assistance Policy and Procedure - The policy is to assist the CCG to recruit and retain employees as an employer of choice. This policy has been approved following the JTUPF meeting held on 26th August 2015. 			
2. STRATEGIC OBJECTIVES SUPPORTED BY THIS REPORT:			
Continue to improve the quality of services			n/a
Reduce unwarranted variations in services			n/a
Deliver the best outcomes for every patient			n/a
Improve patient experience			n/a
Reduce the inequalities gap in North Lincolnshire			n/a
3. IMPACT ON RISK ASSURANCE FRAMEWORK:			
	Yes	No	x
4. IMPACT ON THE ENVIRONMENT – SUSTAINABILITY:			
	Yes	No	x
A sustainability assessment has been included within the policy and no specific impacts have been identified.			

5. LEGAL IMPLICATIONS:

Yes		No	x
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The policy is consistent with the principles set out under Agenda for Change Terms and Conditions.

6. RESOURCE IMPLICATIONS:

Yes		No	x
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The North Lincolnshire Clinical Commissioning Group recognises that in order to recruit the most appropriate employees it may be necessary to offer assistance with the costs of relocating. The Policy describes the eligibility for assistance and the procedure to follow to gain approval for relocation assistance to be offered to a new employee. See below.

7. EQUALITY IMPACT ASSESSMENT:

Yes	x	No	
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As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share Protected Characteristics. However, a genuine determining reason exists which justifies the use of this policy and further professional advice.

There is a potential of higher costs of moving for disabled employees and this should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees).

8. PROPOSED PUBLIC & PATIENT INVOLVEMENT AND COMMUNICATIONS:

Yes		No	x
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Patient and/ or public involvement would not be required for the development of Workforce policies. It should be noted that all CCG staff have had the opportunity to be involved in and contribute to the development of the policy.

9. RECOMMENDATIONS:

The CCG is asked to review and approve the following policies which accompany this report:

1. Relocation Assistance Policy and Procedure

Appendices:

1. Relocation Assistance Policy and Procedure

RELOCATION ASSISTANCE POLICY AND PROCEDURE

(October 2015)

Authorship:	<i>Yorkshire and Humber CS Workforce Team adapted locally for use by North Lincolnshire CCG</i>
Committee Approved:	
Approved date:	
Review Date:	
Equality Impact Assessment	Completed - Full/Completed - Screening [<i>delete as required</i>]
Sustainability Impact Assessment:	Completed
Target Audience:	
Policy Reference No:	Request from CCG Business Manager
Version Number:	

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on Intranet
1.0	North Lincolnshire Clinical Commissioning Group	New Policy for CCG		

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1 INTRODUCTION

- 1.1 North Lincolnshire Clinical Commissioning Group (the CCG) recognises that in order to recruit the most appropriate employees it may be necessary to offer assistance with the costs of relocating. This Policy describes the eligibility for assistance and the procedure to follow to gain approval for relocation assistance to be offered to a new employee.
- 1.2 This policy aims to assist the CCG to recruit and retain employees as an employer of choice.
- 1.3 Recruiting managers should decide prior to advertising whether relocation assistance will be offered to ensure that the procedure is applied fairly and equitably. Relocation assistance can only be offered with the approval of the appropriate director (either the Chief Clinical Officer, Deputy Chief Executives or Deputy Chief Finance Officer).
- 1.4 The advertisement should clearly state that the successful applicant would be eligible to claim for relocation assistance should they meet the criteria, to ensure that this policy is used fully as an aid to attracting and recruiting employees.
- 1.5 Relocation assistance should be viewed as a benefit and a part of the overall remuneration package offered to the successful applicant.
- 1.6 The recruiting manager must consider factors affecting the availability of suitable applicants and if they wish to offer relocation assistance they must state this on the advert template/ approval form. Advice and guidance is available from the Workforce Team.
- 1.7 Each post will be considered on its own merits and applicants will not be automatically entitled to relocation assistance if the advert template/ approval form, doesn't stipulate that relocation assistance is to be offered.
- 1.8 If relocation assistance is not offered in the advertisement it will not be offered, unless there are exceptional circumstances and it is agreed by either, the Clinical Chief Officer, Deputy Chief Executives or Deputy Chief Finance Officer
- 1.9 This policy should be read in conjunction with [HM Revenue & Customs](#) (HMRC) regulations.

2 ENGAGEMENT

In developing this policy the following groups were consulted:

- Joint Trade Union Partnership Forum/ Policy Development Group;
- Senior Management Team; and
- NL CCG staff via the CCG newsletter and publishing the draft policy on the intranet for feedback/comment.

3 IMPACT ANALYSES

3.1 Equality

All policies require an assessment for their impact on people with protected characteristics (defined in the guidance document). An Equality Impact Analysis Toolkit is available for this purpose and is attached at Appendix 4.

As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share Protected Characteristics. However, a genuine determining reason exists which justifies the use of this policy and further professional advice.

There is a potential of higher costs of moving for disabled employees and this should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees)

3.2 Sustainability

Anyone developing a policy or procedural document is required to complete a Sustainability Impact Assessment. The purpose is to record any positive or negative impacts that the policy is likely to have on each of the CCG's sustainability themes. The Sustainability Impact Assessment form is attached at Appendix 5.

3.3 Bribery Act 2010

Under the Bribery Act 2010, it is a criminal offence to:

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

These offences can be committed directly or by and through a third person and, in many cases, it does not matter whether the person knows or believes that the performance of the function or activity is improper.

It is therefore, extremely important that staff adhere to this and other related policies and documentation (as detailed on the CCG's intranet) when considering whether to offer or accept gifts and hospitality and/or other incentives.

If fraud, bribery and corruption are particularly relevant to a policy, the section should be headed Anti-fraud, Bribery and Corruption and should include a cross reference to the Local Anti-fraud, Bribery & Corruption Policy. The following wording should also be included:

To raise any suspicions of fraud and/or corruption please contact the Local Counter Fraud Specialist (LCFS) or the Counter Fraud Manager at (for East Riding and North Lincolnshire – East Coast Audit Consortium, 01482 866800 email fraud@humber.nhs.uk

The LCFS will inform the Chief Financial Officer if the suspicion seems well founded and will conduct a thorough investigation. Concerns may also be discussed with the Chief Financial Officer or the Audit Committee Chair.

If staff prefer, they may call the NHS Fraud & Corruption Reporting Line on 0800 028 40 60 between 8am-6pm Monday-Friday or report online at www.reportnhsfraud.nhs.uk. This would be the suggested contact if there is a concern that the LCFS or the Chief Financial Officer themselves may be implicated in suspected fraud, bribery or corruption.

Further information on the Bribery Act can be found at www.opsi.gov.uk/acts. A list of frequently asked questions is available from the YHCS Corporate Strategy and Policy Manager.

4 SCOPE

- 4.1 This policy will apply to all new appointments, transfers or promotions to the CCG.
- 4.2 This policy should be read in conjunction with the Recruitment and Selection Policy and other relevant recruitment policies.

5 POLICY PURPOSE & AIMS

This policy aims to assist the CCG to recruit and retain staff as an employer of choice.

6 ROLES / RESPONSIBILITIES / DUTIES

6.1 The CCG Constitution

The CCG Constitution, section 9, refers to the duties and responsibilities of the CCG as an employer that may be summarised as follows:

- the CCG recognises that its most valuable asset is its people and will seek to enhance their skills and experience ;
- the CCG will seek to set an example of best practice as an employer and will ensure that employment practices are designed to promote diversity and to treat all individuals equally;
- the CCG will ensure that it employs suitably qualified and experienced staff who will discharge their responsibilities in accordance with the high standards expected of staff employed by the CCG;
- all staff will be made aware of the constitution and the relevant internal management and control systems which relate to their field of work;

- the CCG will maintain and publish policies and procedures on all aspects of human resources management, including grievance and disciplinary matters;
- the CCG will ensure that its rules for recruitment and management of staff provide for the appointment and advancement on merit on the basis of equal opportunity for all applicants and staff;
- the CCG will ensure that employees' behaviour reflects the values, aims and principles set out in the Constitution;
- the CCG will ensure that it complies with all aspects of employment law;
- the CCG will ensure that its employees have access to such expert advice and training opportunities as the Governing Body consider reasonable in order to exercise their responsibilities effectively and
- the CCG will adopt a Code of Conduct for staff and will maintain and promote effective 'whistleblowing' procedures to ensure that concerned staff have means through which their concerns can be voiced.

6.2 Chief Officer Responsibilities

The Chief Officer of the CCG is responsible for:

- Promoting a fair and equitable working environment
- Ensuring this policy is followed by all senior and line managers

6.3 Senior Officers and Line Managers

Senior Officers and line managers at all levels are responsible for:

- Acquainting themselves with the procedure
- Responsible for ensuring that this policy is implemented fairly within their teams.

6.4 All individuals

- It is the responsibility of everyone covered by the scope of this policy to ensure they comply with this policy.

7 IMPLEMENTATION

7.1 This policy will be communicated to staff via team meetings/team brief and will be available for staff on the intranet.

7.2 Breaches of this policy may be investigated and may result in the matter being treated as a disciplinary offence under the CCGs disciplinary procedure.

7.3 Support will be available to all Line Managers in the implementation and application of this policy.

8 TRAINING & AWARENESS

Training and support is available to all Line Managers in the implementation and application of this policy from the YHCS workforce team.

9 MONITORING & AUDIT

9.1 The policy and procedure will be reviewed three years from ratification, on behalf of the CCG by the Workforce Team in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

9.2 The implementation of this policy will be audited at appropriate intervals by the Workforce Team.

10 REFERENCES

- HM Revenue & Customs (HMRC) at: <http://www.hmrc.gov.uk/>
- Recruitment and Selection Policy
- Travel and Expenses Policy
- NHS terms and conditions of service handbook

11 ELIGIBILITY CRITERIA

11.1 To be eligible the applicant must move to a property within reasonable daily travelling distance of their base.

11.2 There may be exceptional circumstances where applicants do not fulfil the eligibility criteria yet the recruiting manager wishes to offer relocation assistance. The recruiting manager must then seek authorisation, see section 1.2.

11.3 Applicants are not eligible for relocation assistance if any other member of their household has claimed expenses from another employer for the same property. However, there may be a possibility of sharing the costs with the other organisation.

12 LEVEL OF ASSISTANCE

12.1 Relocation assistance will normally be paid to those who are eligible up to a maximum ceiling of £8,000. The level of assistance will depend on:

- the eligibility band within which the expenses fall (see below)
- budgetary constraints – a manager or Workforce representative may specify a maximum amount to be allocated which may be less than that stated in the table below.

	Type of Move	Expense Maximum
Band A	Moves which do not involve the sale or purchase of a property	Up to £3,000
Band B	Sale of property only OR purchase of a	Up to £5,000

	property within the local area only	
Band C	Sale of a property and also purchase of a property within the local area	Up to £8,000

12.2 The maximum amount to be claimed will be negotiated and agreed before the applicant commences employment with the CCG. The total amount to be paid should be justified in relation to labour market forces and this should be explicit and recorded by the recruiting manager.

13 COMPONENTS OF THE RELOCATION ASSISTANCE PACKAGE

13.1 The CCG anticipates that relocation assistance expenses reimbursed will normally fall within the categories which HMRC allows to be paid without a charge to tax. Additional information is available on the HMRC [website](#).

13.2 The relocation assistance package will consist of payments for reasonable expenses relating to the following components, up to the agreed maximum:

- the employee's sale of their current residence
- their purchase of a new residence
- transporting the employee's belongings to the new residence (cheapest of three quotes)
- associated travel and subsistence costs (see section 10)
- domestic goods for the new premises
- bridging loans

13.3 The relocation assistance claims must be deemed as reasonable by the recruiting manager and Workforce.

13.4 Invoices/bills should be paid by the applicant and expenses claimed retrospectively. All expenses reimbursed must be covered by original invoices/receipts.

14 TAX LIABILITY

14.1 Under current tax rules removal expenses will not normally be subject to PAYE as long as:

- the total payment is below £8,000
- payments are supported by original receipts
- payments are deemed to be reasonable, see section 7.1 above.

14.2 To be eligible for tax relief relocation expenses must be paid before the end of the tax year following the one in which the employee starts their new job. The Tax Office will consider extensions to the time limit if, for example, an employee has to delay moving to allow a child to complete school exams, or because they cannot sell their old home within the time limit. In such cases it is the employee's responsibility to make the necessary arrangements with the Tax Office.

15 EMPLOYEES NOT MAKING A PURCHASE

- 15.1 For an agreed fixed period, a manager may offer to reimburse particular expenses where the new employee proposes to make arrangements which do not involve purchasing a property in the local area. Such expenses are subject to HMRC guidelines and may include reimbursement for temporary accommodation and continuing commitment costs incurred in their original property. Any such expenses will form part of the overall relocation expenses package.

16 REIMBURSEMENT OF TRAVEL EXPENSES

- 16.1 In exceptional circumstances travel expenses may be paid for a limited period of time 6(maximum 1 year) when there is a commitment to move, but the move is delayed. Any travel costs reimbursed will form part of the overall relocation expenses package and will be paid at the reserve rate. Employees may be asked to provide relevant documentation supporting their claim. Refer to Agenda for Change Handbook for further information.

17 CONDITIONS

- 17.1 The CCG is committed to reimbursing legitimate claims that meet the criteria within this policy for relocation expenses. Any claims found to have been falsified or inflated in any way will be referred to the Local Counter Fraud Specialist/NHS Protect.
- 17.2 Any abuse of this policy will be investigated and may result in disciplinary action being taken, see section 11.5 below.
- 17.3 Original receipts and invoices must be attached to any claims made in order for those claims to be processed, see Part 2 for procedure.
- 17.4 In view of the significant costs involved in providing relocation assistance any employee who resigns from their post within the first two years of commencing their appointment will be required to repay all or part of the money that they have received. The repayment would be based on 1/24 of the total amount paid by the CCG for each incomplete month within the first 24 months of employment. The sum must be repaid to the CCG no later than the final day of employment and will be deducted from the final salary payment. (Should this be insufficient to cover the outstanding debt the employee will reimburse the CCG immediately by some other means acceptable to the CCG).
- 17.5 Should an employee have their contract terminated by the CCG (except on the grounds of Redundancy or Capability due to un-resolved Ill Health), they will be required to repay the whole amount of the relocation expenses with no reduction.

18 PROCEDURE

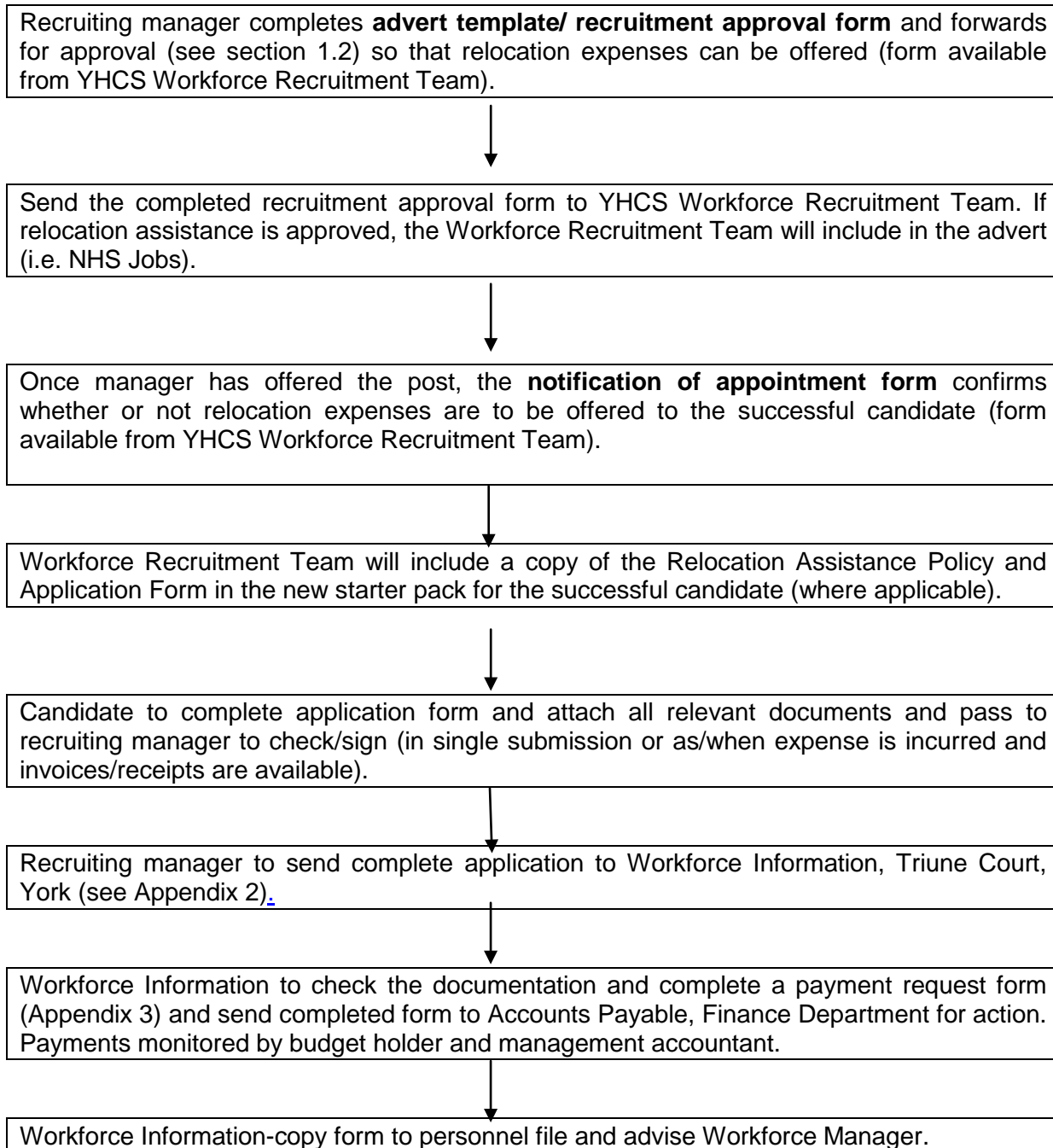
- 18.1 See Procedure Flowchart, Appendix 1
- 18.2 The recruiting manager must consider factors affecting the availability of suitable applicants and if they wish to offer relocation assistance they must state this on the

advert template/ recruitment approval form (available on the CCG intranet) Advice and guidance is available from the Workforce Team.

- 18.3 Relocation assistance can only be offered with the approval of the appropriate director, see section 1.2.
- 18.4 Recruiting managers should decide prior to advertising whether relocation assistance will be offered to ensure that the procedure is applied fairly and equitably.
- 18.5 If relocation assistance is not offered in the advertisement it will not be offered, unless there are exceptional circumstances and it is agreed with the appropriate director, see section 1.2.
- 18.6 The Workforce recruitment team will include a copy of the Relocation Assistance Policy and Application Form in the new starter pack for the successful candidate (where applicable).
- 18.7 Relocation assistance claims will be monitored by the budget holder and relevant management accountant.

Appendix 1

PROCEDURE FLOWCHART



Workforce Recruitment Email: YHCS.Recruitment@nhs.net

Workforce Information Email: YHCS.WorkforceInformation@nhs.net

Appendix 2

Relocation Expenses Application Form

Details of New Appointment

Name	
Post	
Job Reference No.	
Start Date	
Permanent/Temporary Appointment	

Tick the relevant box to determine the level of assistance for the application:

Neither sale nor purchase of a property	Band A <input type="checkbox"/>
Sale of a property only	Band B <input type="checkbox"/>
No sale - purchase of a property within the local area only	Band B <input type="checkbox"/>
Sale of a property and purchase of a property within the local area	Band C <input type="checkbox"/>

Address Details – if applicable

Current Address	Proposed / New Address

Please list below the amounts you wish to claim and the elements of the criteria you wish to claim for:

Initial Claim

Ongoing Claim

Declaration:

I wish to apply to North Lincolnshire Clinical Commissioning Group for assistance with the relocation expenses actually and necessarily incurred by me in relocating to take up my new appointment. In doing so I declare that the information and expense details provided by me on and/or with this form are correct and that no other member of my household has received, or intends to claim for these expenses from another employer. I understand that if I provide false information I may be liable for disciplinary, prosecution and civil recovery proceedings. I consent to the information on this form being used for the purposes of the prevention, detection and investigation of fraud.

I understand that as a condition for making payment the CCG requires an undertaking that if I leave the CCG within a period of 24 months I will voluntarily repay relocation expenses paid by the CCG. The repayment will be based on 1/24 of the total amount paid by the CCG for each incomplete month within the first 24 months of employment and will be deducted from my final salary payment.

Signature of employee:

Date:

Signature of recruiting manager:.....

Date:.....

Workforce Information

Recruitment approved by North Lincolnshire CCG,

Name:.....Date.....

Payment request form sent to Accounts Payable – Date

Copy on personnel file - Date.....

Workforce Manager advised - Name:Date.....

Appendix 3

Payment Request Form

Organisation Code:
Organisation Name: North Lincolnshire Clinical Commissioning Group

Payment Request Number: _____

To be completed by Finance only

PAYMENT MUST NOT BE PROCESSED WITHOUT A NUMBER BEING COMPLETED

Name of Payee

Payees Address

City

Postcode

Payment Details

Bank Name:

Sort Code:

Account Number:

Details of payment

Original paperwork to be retained by the requestor.

Amount Date to Pay

VAT if applicable

TOTAL

COMPLETED BY _____ DATE _____

AUTHORISED BY (FINANCE) _____ DATE _____

SIGNATURE _____

POSITION IN AUTHORITY _____

	Org	Cost Centre	Subjective	Analysis 1	Analysis 2	Analysis 3	AMOUNT
FINANCIAL CODING	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£

THIS CODING MUST BE COMPLETED BEFORE PAYMENT CAN BE MADE

SUPPLIER CODE FOR COMPLETION BY FINANCE ONLY

BUDGET HOLDER TO AUTHORISE IN ORACLE _____

Workforce Information to return completed form to Accounts Payable for action

Equality Impact Analysis:

For support with completion of this documentation, please see the accompanying guidance and/or contact the Equality Lead in the Yorkshire and Humber Commissioning Support

Equality Impact Analysis

1. Equality Impact Analysis									
Policy / Project / Function:	Relocation Expenses Policy								
Date of Analysis:	December 2014								
This Equality Impact Analysis was completed by: (Name and Department)	Workforce Team								
What are the aims and intended effects of this policy, project or function?	This policy aims to assist the Hull Clinical Commissioning Group (the CCG) to recruit and retain staff as an employer of choice.								
Please list any other policies that are related to or referred to as part of this analysis?	<ul style="list-style-type: none"> • Recruitment and Selection 								
Who does the policy, project or function affect? Please Tick ✓	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employees</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below)	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>								
Service Users	<input type="checkbox"/>								
Members of the Public	<input type="checkbox"/>								
Other (List Below)	<input type="checkbox"/>								

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disabled People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Higher costs in moving
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Transgender People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marital Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion and Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reasoning					

If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 6

3. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes employee data has been used to support the monitoring of the impact of this policy in the future. The employee data is not included due to the low number of CCG employees and concern around anonymity.</p> <p style="text-align: center;">No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>North Lincolnshire CCG Employees Joint Trade Union Partnership Policy Group Joint Trade Union Partnership Forum</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This policy does not directly promote inclusivity, but provides a framework to settle grievances in the workplace. This should contribute towards eliminating discrimination</p>

4. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)	✓			This has been considered and has a no impact
Race (All Racial Groups)	✓			This has been considered and has a no impact
Disability (Mental and Physical)			✓	Higher costs of moving for disabled employees should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees)
Religion or Belief	✓			This has been considered and has a no impact
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			This has been considered and has a no impact

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Pregnancy and Maternity	✓			This has been considered and has a no impact
Transgender	✓			This has been considered and has a no impact
Marital Status	✓			This has been considered and has a no impact
Age	✓			This has been considered and has a no impact

5. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010*?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

6. Equality Impact Analysis Findings

Analysis Rating:	<input type="checkbox"/> Red	<input type="checkbox"/> Red/Amber	<input type="checkbox"/> Amber	<input type="checkbox"/> Green
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		Actions	Wording for Policy / Project / Function
<p>Red</p> <p>Stop and remove the policy</p>	<p>Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is recommended that the use of the policy be suspended until further work or analysis is performed.</p>	<p>Remove the policy</p> <p>Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.</p>	<p>No wording needed as policy is being removed</p>
<p>Red Amber</p> <p>Continue the policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.</p>	<p>The policy can be published with the EIA</p> <p>List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).</p> <p>Consider if there are any potential actions which would reduce the risk of discrimination.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason exists which justifies the use of this policy and further professional advice.</p> <p><i>There is a potential of</i> Higher costs of moving for disabled employees and this should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees)</p>

Equality Impact Findings (continued):

		Actions	Wording for Policy / Project / Function
<p>Amber</p> <p>Adjust the Policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p>	<p>The policy can be published with the EIA</p> <p>The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.</p> <p>Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><i>[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]</i></p>
<p>Green</p> <p>No major change</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>The policy can be published with the EIA</p> <p>Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Brief Summary/Further comments	
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Approved By		
Job Title:	Name:	Date:

SUSTAINABILITY IMPACT ASSESSMENT

Staff preparing a Policy / Board Report / Committee Report / Service Plan / Project are required to complete a Sustainability Impact Assessment. Sustainability is one of the Trust’s key Strategies and the Trust has made a corporate commitment to address the environmental effects of activities across Trust services. The purpose of this Sustainability Impact Assessment is to record any positive or negative impacts that this activity is likely to have on each of the Trust’s Sustainability Themes. For assistance with completing the Sustainability Impact Assessment, please refer to the instructions below.

Policy / Report / Service Plan / Project Title:				
Theme (Potential impacts of the activity)	Positive Impact	Negative Impact	No specific impact	What will the impact be? If the impact is negative, how can it be mitigated? (action)
Reduce Carbon Emission from buildings by 12.5% by 2010-11 then 30% by 2020			✓	
New builds and refurbishments over £2million (capital costs) comply with BREEAM Healthcare requirements.			✓	
Reduce the risk of pollution and avoid any breaches in legislation.			✓	
Goods and services are procured more sustainability.			✓	
Reduce carbon emissions from road vehicles.			✓	
Reduce water consumption by 25% by 2020.			✓	
Ensure legal compliance with waste legislation.			✓	
Reduce the amount of waste produced by 5% by 2010 and by 25% by 2020			✓	
Increase the amount of waste being recycled to 40%.			✓	
Sustainability training and communications for employees.			✓	
Partnership working with local groups and organisations to support sustainable development.			✓	
Financial aspects of sustainable development are considered in line with policy requirements and commitments.			✓	

INSTRUCTIONS FOR COMPLETING THE SUSTAINABILITY IMPACT ASSESSMENT

Sustainability is one of the Trust's key Strategies and consequently the Trust has made a corporate commitment to address the environmental effects of its activities across all service areas. The purpose of the Sustainability Impact Assessment is to record any positive or negative impacts that a Policy / Board Report / Committee Report / Service Plan / Project is likely to have on each of the Trust's sustainability themes. The Sustainability Impact Assessment enables any relevant impacts to be identified and potentially managed.

The Sustainability Impact Assessment is based on assessing the impact of the activity against a series of criteria covering environmental sustainability issues. It would be most desirable for activities to score positively in as many areas as possible, although it is likely that some areas will score positively against some themes, and negatively against others.

Using the Sustainability Impact Assessment template

To complete the Sustainability Impact Assessment template, you should consider whether the Policy / Board Report / Committee Report / Service Plan / Project will have a positive or negative impact on each of the themes by placing a mark in the appropriate column. When you think there is likely to be an impact, please provide some annotations regarding the nature of the impact, and any actions that will be taken to address that impact. Users should note that not every theme will be relevant. Where this is the case the 'No Specific Impact' column should be marked. Users should also consider the following tips:

1. Make relative not absolute judgements (e.g. a new energy efficient service would score positively even if it consumes more energy than if no service were provided).
2. Be aware that small positive changes could be outweighed by negative ones (e.g. new energy efficient lighting in the short term may outweigh the benefits of maintaining current lighting).
3. If there are both positive and negative impacts, these need to be recorded in order to give a balanced view. Be objective and unbiased.
4. Concentrate on the most key significant issues - there is the potential to consider the appraisal in a very detailed way. This should be avoided at this stage.
5. Judge a proposal over its whole lifespan and remember that some impacts may change over different timescales.