

Equality Impact Assessment (EIA) Stage 1

Policy or service being assessed: Expenses Policy
Lead Person: Eileen Wedgwood
Person(s) responsible for carrying out the assessment (if not the Lead Person): N/A

The Equality Impact Assessment is a written record that demonstrates that the policy lead has shown due regard with respect to the characteristics protected by the Equality Act 2010 to the need to:-

- i. eliminate unlawful discrimination,
- ii. advance equality of opportunity, and
- iii. foster good relations between persons with different characteristics

	Yes	No
1. Is this a new or existing policy or service?	New policy	
2. What is the expected outcome of the service / policy? (e.g. aims, objectives and purposes of the service / policy, standards for practice).	To update and replace the existing guidance, to outline the rules for reimbursement of travel and expenses incurred by an individual engaged on business approved by the Trust.	
3. Does this policy / service link to others? If yes please state link below:	<ul style="list-style-type: none"> • Disciplinary Procedure • Learning & Development policy • Mobile Phone Policy • New Starters Relocation Policy • Personal Relationships at Work Policy • Freedom to Speak Up (Formerly Raising Concerns) 	
4. Who is intended to benefit from the policy / service? In what way?	All employees of the Trust with the exception of the Non-Executive Directors.	
5. How is the policy / service to be put into practice? Who is responsible?	Staff are responsible for submitting correct, timely claims. Managers are responsible for validating and authorising claims.	
6. How and where is information about the policy / service publicised? Example on the Trust Staff Information desk.	Staff information desk	
7. What regular consultation do you carry out with different communities and groups re the policy / service?	Policy consultation was undertaken with Staff Side representation.	

8. Equality Strands Are there concerns that the policy / service could have an adverse impact on:-	<u>Yes /No</u>	If YES, please state evidence (either presumed or otherwise). Please also include other relevant comments and considerations in relation to each protected characteristic area and this particular policy/service/ development.
<ul style="list-style-type: none"> • Age (eg consider impact on younger people/ older people) 	no	
<ul style="list-style-type: none"> • Disability (remember to consider physical, mental and sensory impairments) 	no	
<ul style="list-style-type: none"> • Sex/Gender (any particular MF gender impact; also consider impact on those responsible for childcare) 	no	
<ul style="list-style-type: none"> • Gender identity and gender reassignment (ie impact on people who identify as trans or non-binary) 	no	
<ul style="list-style-type: none"> • Race / ethnicity / ethnic communities / cultural groups (include those with foreign language needs, including European countries) 	no	
<ul style="list-style-type: none"> • Pregnancy and maternity, including adoption (ie impact during pregnancy and the 12 months after; including for both heterosexual and same sex couples) 	no	
<ul style="list-style-type: none"> • Sexual Orientation (impact on people who identify as lesbian, gay or bisexual – whether stated as ‘out’ or not) 	no	
<ul style="list-style-type: none"> • Marriage and/or Civil Partnership (including heterosexual and same sex marriage and civil partnerships) 	no	
<ul style="list-style-type: none"> • Religion and/or Belief (includes those with religion and /or belief and those with none) 	no	
<ul style="list-style-type: none"> • Other equality groups? (may include groups like those living in poverty, sex workers, asylum seekers, drug addicts, prison and (ex) offending population, Romany and travelling communities and others who may be disadvantaged in some way, who may or may not be part of the groups above equality groups) 	no	

GETTING FEEDBACK AND ADVICE

Feedback should now be sought from the Diversity and Inclusion Lead by emailing them at Diversity@northstaffs.nhs.uk

What feedback / guidance was provided?

Minor amendments to template and content only

**Counter-signed
(Diversity & Inclusion Lead)**



Lesley Faux

Date

28/07/17