



**Nottingham and  
Nottinghamshire**  
Integrated Care Board

# **Travel and Expenses Policy**

**January 2024 - January 2027**

<b>CONTROL RECORD</b>			
<b>Reference Number</b> HR-014	<b>Version</b> 2.0	<b>Status</b> Final	<b>Author</b> Head of Human Resources and Organisational Development <b>Sponsor</b> Director of Nursing <b>Team</b> Human Resources and Organisational Development
<b>Title</b>	Travel and Expenses Policy		
<b>Amendments</b>	Updates <ol style="list-style-type: none"> <li>1. Section 4.2 Mileage Rates</li> <li>2. Section 12 References</li> <li>3. Updated EQIA</li> </ol>		
<b>Purpose</b>	The policy will help to ensure that staff understand their respective rights and responsibilities of reimbursement of staff for mileage allowances and subsistence cost that are necessarily incurred by any individual engaged on business approved by the ICB.		
<b>Superseded Documents</b>	Travel and Expenses Policy v1.1		
<b>Audience</b>	All staff in Nottingham and Nottinghamshire Integrated Care Board		
<b>Consulted with</b>	Integrated Care Board Senior Leadership Team and Staff Engagement Group		
<b>Equality Impact Assessment</b>	See Appendix D		
<b>Approving Body</b>	Human Resources Executive Steering Group	<b>Date approved</b>	January 2024
<b>Date of Issue</b>	January 2024		
<b>Review Date</b>	January 2027		
<p><b>This is a controlled document and whilst this policy may be printed, the electronic version available on the ICB's document management system is the only true copy. As a controlled document, this document should not be saved onto local or network drives.</b></p>			

**NHS Nottingham and Nottinghamshire ICB's policies can be made available on request in a range of languages, large print, Braille, audio, electronic and other accessible formats from the Engagement and Communications Team at [nnicb-nn.comms@nhs.net](mailto:nnicb-nn.comms@nhs.net).**

## Contents

	Page
1 Introduction	4
2 Purpose and Scope	4
3 Roles and Responsibilities	6
4 Travel Expenses	6
5 Subsistence Expenses	8
6 Miscellaneous Expenses	9
7 Payments	11
8 Equality and Diversity Statement	12
9 Communication, Monitoring and Review	12
10 Staff Training	13
11 Interaction with other ICB Policies	13
12 References	13
Appendix A: Excess Mileage Authorisation Form	14
Appendix B: Patient Representative's Payment Form	15
Appendix C: Relocation Expenses Form	16
Appendix D: Equality Impact Assessment	17

## **1. Introduction**

- 1.1. This policy applies to the NHS Nottingham and Nottinghamshire Integrated Care Board, hereafter referred to as 'the ICB'.
- 1.2. The ICB recognises that it has a duty to provide a policy that gives employees clear, simple, and fair guidance on how travel should be reimbursed given that it is an integral part of the work of many of our ICB staff. The aim of this policy is to ensure consistent and fair treatment for all in the organisation.

## **2. Purpose and Scope**

- 2.1. This policy applies to all staff, regardless of length of service employed under a contract of employment with the organisation. It does not apply to independent contractors and agency workers working for the organisation under a contract for services.
- 2.2. The policy will help to ensure that staff understand their respective rights and responsibilities of reimbursement of staff for mileage allowances and subsistence cost that are necessarily incurred by any individual engaged on business approved by the ICB.
- 2.3. The rates and conditions are, where appropriate, those set out in the Agenda for Change Terms and Conditions Handbook, or otherwise agreed by the organisation. To view the Agenda for Change NHS Terms and Conditions of Service Handbook, click [here](#).
- 2.4. Any misapplication of this policy will be investigated and may result in disciplinary action being taken, following the ICB's Disciplinary Policy.
- 2.5. The ICB forbids the use of handheld mobile phones whilst driving.
- 2.6. Travel and expenses claims are subject to Tax, and National Insurance Liabilities as detailed below, in Figure 1. Any queries relating to your tax position should be directed to the Tax Office.

Figure 1: The liability of different types of payment

<b>Type of payment</b>	<b>Tax Liability</b>	<b>National Insurance Liability</b>
Business Miles	<p>The tax-free allowance is deducted from the amount paid.</p> <p>For the first 10,000 miles, cars and vans is 45p, motorbikes is 24p and bicycles is 20p.</p> <p>For mileage in excess of 10,000 miles, cars and vans is 25p, motorbikes, and bicycles remain the same at 24p and 20p retrospectively.</p> <p>Tax is due on the balance, this is reported on the P11d or taxed at source (TAS) in-line with the individual arrangement for the ICB.</p>	Deducted on profit element of mileage.
Reserve Rate	The tax-free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or taxed at source (TAS) in-line with the individual arrangement for the ICB.	Deducted on profit element of mileage.
Excess travel	If the change of base is permanent there is a liability for tax which will be deducted from pay. There is no liability if the change is temporary for less than 24 months.	As with tax.
Passengers	The tax-free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or taxed at source (TAS) in-line with the individual arrangement for the ICB.	No liability.
Pedal cycles	The tax-free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or taxed at source (TAS) in-line with the individual arrangement for the ICB.	No liability.
Home to base travel	There is a liability for tax which will be deducted from pay.	As with tax.
Other travelling expenses e.g. parking, toll charges	Provided that these are supported by receipts there is no tax liability.	As with tax.
Subsistence and other reimbursements	Provided that the expense is receipted and is a reimbursement of amounts actually paid, there is no tax liability.	As with tax

Relocation expenses	Tax free up to £8,000 provided that expenditure falls within the categories set out in the Inland Revenue Regulations.	As with tax
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### 3. Roles and Responsibilities

Roles	Responsibilities
<b>Human Resources</b>	<p>It is the responsibility of Human Resources to:</p> <ul style="list-style-type: none"> <li>• Maintain and update the Travel and Expenses Policy in line with any organisational or legislative change.</li> <li>• Provide training and ongoing support for all managers in dealing with the travel and expenses process.</li> <li>• Provide advice and support to ensure that the policy is applied fairly and equitably to all employees.</li> </ul>
<b>Managers</b>	<p>It is the responsibility of managers to:</p> <ul style="list-style-type: none"> <li>• Approve submissions from your team members in the e-Pay system</li> <li>• Ensure employees are made aware of the process for travel and expenses.</li> <li>• Work in accordance with this policy treating all team members fairly and equitably seeking support from the HR Team as appropriate.</li> </ul>
<b>Employees</b>	<p>It is the responsibility of the employee to:</p> <ul style="list-style-type: none"> <li>• Be aware of the travel and expenses policy and its ramifications.</li> <li>• Utilise the e-Pay system to submit their travel and expenses requirements in line with the policy.</li> <li>• Seek support from the HR Team if required.</li> </ul>

### 4. Travel Expenses

#### 4.1. Eligible miles

4.1.1. Staff will be reimbursed for miles travelled in the performance of their duties for the ICB which are in excess of the home to agreed work base return journey. Eligible miles are normally those travelled from the agreed work base and return.

## 4.2. Allowances

4.2.1. All mileage will be reimbursed, dependent on vehicle used; at the following mileage rate (see Figure 2) in line with Agenda for Change Terms and Conditions:

Figure 2: AfC re-imburement of mileage rates

Type of vehicle	Annual mileage up to 3,500 miles	Annual mileage over 3,500 miles
Car (all fuel types)	59p	24p
Motorcycle	30p	24p
Bicycle	20p	20p
Passenger	5p	5p
Reserve rate	30p	30p
Bulky (see clause 4.2.6)	3p	3p

- 4.2.2. The reserve rate will be used for any member of staff who does not register their vehicle with the ICB. This is also implemented for specific reasons for travel such as excess mileage due to NHS merger or organisational change, temporary moves or secondment, attending non role specific training courses or for call out. It is also implemented for any member of staff called out to return to work i.e. those required to attend a command centre as part of on-call arrangements.
- 4.2.3. When members of staff travel together on ICB business and separate claims would otherwise be made, the driver may claim a passenger allowance.
- 4.2.4. Staff will be reimbursed for reasonable parking, toll, and rail costs when on ICB business on production of a valid parking receipt.
- 4.2.5. All employees are eligible to claim mileage over and above their home to work mileage on the standard rate when attending manager approved job specific training courses, conferences or events.
- 4.2.6. Where, at the requirement of the employer, an employee carries heavy or bulky equipment in a private car, an allowance at the rate specified above can be claimed. The equipment must be either of a weight that is unreasonable to carry or alter the seating capacity of the vehicle.

#### 4.3. **Public transport**

4.3.1. If an employee uses public transport for business purposes the cost of those fares will be reimbursed.

#### 4.4. **Excess mileage**

4.4.1. Where there is a compulsory requirement for an employee to change their base of work on a temporary or permanent basis e.g. a merger of NHS employers, acceptance of another post as an alternative to redundancy, or change of work base, the employee will, if eligible, be reimbursed their extra daily travelling expenses for a period of four years from the date of transfer. Mileage will be reimbursed at the reserve rate or through the submission of receipts, the cost of public transport. The excess mileage authorisation form is set out in Appendix A.

4.4.2. If a member of staff who is claiming excess travel subsequently moves home or base they must complete a new excess mileage authorisation form in order to calculate and adjust the new mileage accordingly.

### 5. **Subsistence Expenses**

5.1. Any employee who is required to be away from home for business purposes may claim for additional costs that are incurred, up to the limits set out in the NHS Terms and Conditions here:

<https://www.nhsemployers.org/tchandbook/annex-11-to-15/annex-14-subsistence-allowances>

5.2. Claims will be reimbursed on the basis of original receipts that must be attached to all claims.

5.3. Copy receipts are acceptable if agreed by the manager but these payments will be subject to income tax deductions as per *Figure 2* (AfC re-imburement of mileage rates).

5.4. The ICB will not pay for the cost of any alcoholic beverages.

5.5. If an employee stays overnight in a hotel, or other similar accommodation, for business purposes that have been approved by their manager, the overnight costs for bed and breakfast will be reimbursed.

5.6. In exceptional circumstances where accommodation is not available within the agreed limit, the employee should seek the most competitive rates and ensure that these are approved by a relevant Associate Director/Executive Director prior to the expenditure being incurred. Any claims that exceed the agreed limit



must be clearly noted to show that prior approval for the expenditure has been given.

## **6. Miscellaneous Expenses**

### **6.1. Reimbursement of sundry expenses**

6.1.1. In exceptional circumstances it may be necessary for a member of staff to purchase sundry items which may be required in order to carry out their duties. The budget holder must give prior approval for all such expenditure and original receipts must accompany the claim for reimbursement. The ICB would not expect sundry items to be purchased if they could be obtained through the normal purchasing procedure.

### **6.2. Candidate expenses to attend interview**

6.2.1. The ICB does not reimburse candidates for travel expenses incurred to attend interview.

### **6.3. Patient representative's expenses to attend committees**

6.3.1. The ICB appreciates the input of our voluntary patient representatives and as such will reimburse the travel expenses occurred by this group to attend committees. Please complete the form in Appendix B, and issue to your ICB contact so they can seek the relevant ICB authorisation to process the request. This payment will be made to you manually by cheque.

### **6.4. Relocation**

6.4.1. No relocation package will normally exceed £8,000. However, in exceptional circumstances and at the discretion of the organisation's Remuneration Committee, the limit may be raised after appropriate consideration of the supporting business case has been given, although expenses incurred above £8,000 will be taxed in accordance with Inland Revenue guidelines.

6.4.2. Employees will only be eligible for consideration for relocation expenses if the ICB considers relocation to be a necessary requirement and where the post is deemed difficult to recruit to. Eligibility and agreement of relocation expenses should be agreed at the formal offer of appointment stage.

6.4.3. Relocation will not be payable to anyone who is planning to move into the area, and as a consequence, seeks and obtains employment with the organisation.

6.4.4. Relocation expenses will not be payable to an employee whose spouse, partner, or other person normally living with them, is in receipt of relocation expenses from other sources.

6.4.5. Where eligibility is confirmed, relocation assistance will only be payable if:-

- Relocation is completed within one year of the employee taking up their post (the appropriate Executive Director may approve an extension of this period in exceptional circumstances).
- All expenses incurred must be reclaimed before the end of the tax year (6<sup>th</sup> April to 5<sup>th</sup> April), following the one in which the employment starts.
- Prior approval for the relocation has been obtained with support from the HR Team with authorisation from the Executive Team before any expenses are incurred.
- The employee moves from at least 50 miles away and within a 25 mile radius of their official base location.
- The appropriate documentation has been completed and signed.

6.4.6. As a condition of receiving assistance with relocation expenses, employees will be required to sign an undertaking - Relocation Expense Form (see Appendix C) that in the event of them leaving the employment of the ICB within two years from the date of taking up the appointment, a proportion of the total expenses reimbursed will be repayable to the ICB, based on the table below. This payment will be deducted from the employee's final salary in full and referred to Overpayments in those circumstances when the amount exceeds the final salary payment.

6.4.7. Repayment as set out in the above will be enforced in all cases unless exceptional circumstances and as agreed with the Executive Team.

<b>Period of service (from date of appointment)</b>	<b>Amount to be repaid (as a percentage of total expenses)</b>
0-6 months	100%
6-12 months	75%
12-18 months	50%
18-24 months	25%

6.4.8. The ICB reserves the right to reclaim payments made to employees who fail to relocate within two years of their appointment date.

## **7. Payments**

7.1. Expense payments will be made monthly with salary payments.

### **7.2. e-Pay**

7.2.1. All employees required to use their own vehicle for business purposes will have to register on the e-Pay expenses system and have the originals of the following documents verified on the system by their line manager. Line managers should keep a copy of the documents on the employee's personal file. The documents must be kept up to date at all times:-

- Driving license
- Car insurance (with business use)
- Car tax
- MOT
- Completed V5C

7.3. Expenses payments will only be authorised if they are submitted on e-Pay to the appropriate line manager within the allocated time period and accompanied by scanned copies of receipts (except for mileage).

7.4. With the exceptions of claims in the month of February and March, all claims should be made within three months of the expense taking place. Only claims to be made after the March payroll can be submitted after the financial year-end. Failure to do so may result in the claim being forfeited. Finance colleagues will make a decision based on the facts available and their decision will be final.

### **7.5. Authorisation**

7.5.1. Only e-Pay submissions authorised by the designated manager will be accepted for payments.

### **7.6. Exemptions**

7.6.1. There will be no re-imburement of:

- Parking fines
- Speeding fines
- A contributions towards vehicle running costs or additional personal motoring costs (the mileage allowance is set at a level to include this).

## **8. Equality and Diversity Statement**

- 8.1. The Nottingham and Nottinghamshire ICB pays due regard to the requirements of the Public Sector Equality Duty (PSED) of the Equality Act 2010 in policy development and implementation as a commissioner and provider of services as well as an employer.
- 8.2. The ICB is committed to ensuring that the way we provide services to the public and the experiences of our staff does not discriminate against any individuals or groups on the basis of their age, disability, gender identity (trans, non-binary), marriage or civil partnership status, pregnancy or maternity, race, religion or belief, gender or sexual orientation.
- 8.3. We are committed to ensuring that our activities also consider the disadvantages that some people in our diverse population experience when accessing health services. Such disadvantaged groups include people experiencing economic and social deprivation, carers, refugees and asylum seekers, people who are homeless, workers in stigmatised occupations, people who are geographically isolated, gypsies, Roma and travellers.
- 8.4. As an employer, we are committed to promoting equality of opportunity in recruitment, training and career progression and to valuing and increasing diversity within our workforce.
- 8.5. To help ensure that these commitments are embedded in our day-to-day working practices, an Equality Impact Assessment has been completed for, and is attached to, this policy.

## **9. Communication, Monitoring and Review**

- 9.1. The Travel and Expenses Policy will be highlighted to new employees at staff induction and is stored on the ICB's HR/OD Intranet pages and by the ICB's HR&OD Team.
- 9.2. This Policy will be reviewed periodically every three years (or earlier if changes in the law or any other circumstances require it) in line with the NHS Terms and Conditions Handbook and will be approved by the Human Resources Executive Steering Group.
- 9.3. Any individual who has queries regarding the content of this policy, or has difficulty understanding how this policy relates to their role, should contact the HR Team via email [nnicb-nn.hr@nhs.net](mailto:nnicb-nn.hr@nhs.net).

## **10. Staff Training**

- 10.1 All staff will be offered relevant training commensurate with their duties and responsibilities. Staff requiring support should speak to their line manager in the first instance. Support may also be obtained through their HR Department.
- 10.1 Any individual who has queries regarding the content of this policy, or has difficulty understanding how this policy relates to their role, should contact the HR Team via email at [nnicb-nn.hr@nhs.net](mailto:nnicb-nn.hr@nhs.net).

## **11. Interaction with other ICB Policies**

- 11.1 This policy should be read in conjunction with the following ICB policies:
- Disciplinary Policy.

## **12. References**

- 12.1 The following legislation and guidance has been taken into consideration in the development of this procedural document:
- Equality Act 2010.
  - Agenda for Change NHS Terms and Conditions of Service Handbook
  - Mileage rates as of 01 Jan 2023, as published 14/07/2023
  - HMRC mileage, fuel rates and allowances as 05/04/2023.

## Appendix A: Excess Mileage Authorisation Form

Where there is a compulsory requirement for an employee to change their base of work on a temporary or permanent basis e.g. a merger of NHS employers, acceptance of another post as an alternative to redundancy, or change of work base, the employee may be reimbursed their extra daily travelling expenses for a period of four years from the date of transfer.

Mileage will be reimbursed at the reserve rate or through the submission of receipts, the cost of public transport.

This form is to be completed by the claimant and authorised by their line manager.

<b>Name:</b>	
<b>Home address:</b>	
<b>Old work base:</b>	
<b>New work base:</b>	
<b>Date of change:</b>	
<b>Protection period dates:</b>	

### Excess Mileage calculation

<b>Daily return mileage from home to present base:</b>	
<b>Daily return mileage from home to future base:</b>	
<b>Excess miles (difference between present and future return mileage):</b>	

I attend work at present on ..... occasions each week and will be attending for work at my new base on ..... occasions each week.

I certify that the above information is correct and accurate.

**Claimant's signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorising Manager's signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Appendix B: Patient Representative's Payment Form

I confirm that the travelling allowances claimed are in accordance with the appropriate NHS regulations and guidance issued within the ICB's Travel and Expenses Policy and by submitting the claim below that:

- I confirm that I have a valid driving license and the motor vehicle in respect of which mileage allowance has been claimed has a valid MOT certificate and is maintained in a roadworthy condition. It is also covered by full or third party insurance.
- I undertake to indemnify the ICB in respect of any claim made against me for which my insurance policy does not provide cover.
- I confirm that my vehicle road tax is valid and in-date, in accordance with DVLA guidelines.
- If applicable I have attached the original receipts and I understand that if I knowingly give false information, I may be liable for prosecution.

Name of Claimant	
Full Address	
Full details of expense claim: <ul style="list-style-type: none"><li>• Meeting attended</li><li>• Purpose of attendance</li><li>• Mileage travelled</li></ul>	
Pre-populated code combination	
Signed by Claimant	
Budget Holder Name	
Budget Holder Signature	
Confirmation of attendance at meeting by Chair	

## Appendix C: Relocation Expenses Form

**Surname:**

**Forename:**

**Directorate/Department:**

I have read section 5.4 of the Travel and Expenses Policy on Relocation and wish to apply for relocation expenses according to the rules of the scheme/the terms and conditions outlined to me in your letter dated: \_\_\_\_\_

1. I agree to abide by the conditions of section 5.4 of the Travel and Expenses Policy on Relocation and accept this assistance is given on the condition that I remain an employee of the organisation for at least 2 years after the relocation has been completed.

2. I agree that in the event of termination of my employment either during or after the relocation I will repay the relocation expenses incurred by the organisation according to the following scale:

### **Length of Service and Repayment amount**

- During and up to 6 months after location - 100%
- 6 months but less than 12 months - 75%
- 12 months but less than 18 months - 50%
- 18 months but less than 24 months - 25%

3. If I am obliged to make repayment under the terms set out in '2' above, I agree to repay within three months of the date of termination. I agree that if I do not do so, the debt will be recovered from moneys due to me by the organisation. Any excess amount will be recoverable through the Courts.

4. Payment of expenses is not available or payable in full or part from any other source.

**Employee signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **APPROVAL**

Relocation Expenses up to £\_\_\_\_\_ are approved.

Exec Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Exec Manager Name: \_\_\_\_\_



## Appendix D: Equality Impact Assessment

<b>Overall Impact on:</b> <b>Equality, Inclusion and Human Rights</b>	<b>Positive</b> <input type="checkbox"/> <b>Neutral</b> <input checked="" type="checkbox"/> <b>Negative</b> <input type="checkbox"/> <b>Undetermined</b> <input type="checkbox"/>
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<b>Name of Policy, Process, Strategy or Service Change</b>	HR-014 Travel and Expenses Policy	<b>Date of Completion</b>	16/08/2023
<b>EIA Responsible Person</b> Include name, job role and contact details.	Gemma Waring Head of HR and OD <a href="mailto:Gemma.Waring@nhs.net">Gemma.Waring@nhs.net</a>		
<b>EIA Group</b> Include the name and position of all members of the EIA Group.			
<b>Wider Consultation Undertaken</b> State who, outside of the project team, has been consulted around the EIA.	Staff Engagement Group.		
<b>Summary of Evidence</b> Provide an overview of any evidence (both internal and external) that you utilised to formulate the EIA. E.g., other policies, Acts, patient feedback, etc.	<b>References/ sources of information</b> <ul style="list-style-type: none"> <li>• Equality Act 2010.</li> <li>• Agenda for Change NHS Terms and Conditions of Service Handbook</li> <li>• Mileage rates as of 01 Jan 2023, as published 14/07/2023</li> <li>• HMRC mileage, fuel rates and allowances as 05/04/2023</li> </ul>		

	What are the <b>actual, expected or potential positive impacts</b> of the policy, process, strategy or service change?	What are the <b>actual, expected or potential negative impacts</b> of the policy, process, strategy or service change?	What <b>actions have been taken</b> to address the actual or potential <b>positive and negative impacts</b> of the policy, process, strategy or service change?	What, if any, <b>additional actions should be considered</b> to ensure the policy, process, strategy or service change is as inclusive as possible? Include the <b>name and contact details</b> of the person responsible for the actions.	<b>Impact Score</b>
<b>Age</b>	There are no actual or expected positive impacts on the characteristic of Age.	There are no actual or expected negative impacts on the characteristic of Age.	None.	None.	3
<b>Disability<sup>1</sup></b> (Including: mental, physical, learning, intellectual and neurodivergent)		Potential impact on staff with a learning disability or are neuro diverse with the use of the systems used to submit expense claims.	Those with a declared disabilities can have reasonable adjustments in place to support them in the workplace if they require support to use expense systems Managers and staff can seek guidance from HR if unsure of range and type of support available.		3
<b>Gender<sup>2</sup></b> (Including: trans, non-binary and gender reassignment)	There are no actual or expected positive impacts on the characteristic of Gender.	There are no actual or expected negative impacts on the characteristic of Gender.	None.	None.	3

<b>Marriage and Civil Partnership</b>	There are no actual or expected positive impacts on the characteristic of Marriage and Civil Partnership.	There are no actual or expected negative impacts on the characteristic of Marriage and Civil Partnership.	None.	None.	3
<b>Pregnancy and Maternity Status</b>	There are no actual or expected positive impacts on the characteristic of Pregnancy and Maternity Status.	There are no actual or expected negative impacts on the characteristic of Pregnancy and Maternity Status.	None.	None.	3
<b>Race<sup>3</sup></b>	There are no actual or expected positive impacts on the characteristic of Race.	There are no actual or expected negative impacts on the characteristic of Race.	None.	None.	3
<b>Religion and Belief<sup>4</sup></b>	There are no actual or expected positive impacts on the characteristic of Religion or Belief.	There are no actual or expected negative impacts on the characteristic of Religion or Belief.	None.	None.	3
<b>Sex<sup>5</sup></b>	There are no actual or expected positive impacts on the characteristic of Sex.	There are no actual or expected negative impacts on the characteristic of Sex.	None.	None.	3

<b>Sexual Orientation<sup>6</sup></b>	There are no actual or expected positive impacts on the characteristic of Sexual Orientation.	There are no actual or expected negative impacts on the characteristic of Sexual Orientation.	None.	None.	3
<b>Human Rights<sup>7</sup></b>	There are no actual or expected positive impacts on the characteristic of Human Rights.	There are no actual or expected negative impacts on the characteristic of Human Rights.	None.	None.	3
<b>Community Cohesion and Social Inclusion<sup>8</sup></b>	There are no actual or expected positive impacts on the characteristic of Community Cohesion and Social Inclusion.	There are no actual or expected negative impacts on the characteristic of Community Cohesion and Social Inclusion.	None.	None.	3
<b>Safeguarding<sup>9</sup></b> (Including: adults, children, Looked After Children and adults at risk or who lack capacity)	There are no actual or expected positive impacts on the characteristic of Safeguarding.	There are no actual or expected negative impacts on the characteristic of Safeguarding.	None.	None.	3
<b>Other Groups at Risk<sup>10</sup></b> of Stigmatisation, Discrimination or Disadvantage	There are no actual or expected positive impacts on the characteristic of Other Groups at Risk.	There are no actual or expected negative impacts on the characteristic of Other Groups at Risk.	None.	None.	3

## Additional Narrative

Provide additional evidence and narrative about the positive, negative, and neutral impacts of the proposal on the equality, inclusion and human rights elements detailed above.

You should consider:

- Three elements of Quality (safety, experience and effectiveness)
- Intersectionality
- Impact of COVID-19
- Access to Services
  - Physical
  - Written communication.
  - Verbal communication
- Digital Poverty
- Safeguarding
- Dignity and Respect
- Person-centred Care

Here you should add additional detail or explanation around the positive, negative, and neutral impact of the proposals on the above protected characteristic and health inclusion groups. To address this, you should consider the barriers to accessing or using the service, including the mitigations to respond to these.

EQIA Completed by Natasha Firth, HR Manager  
16/08/2023.

Authorised by Gemma Waring 30/10/2023

3

Positive Impact	Neutral Impact	Negative Impact	Undetermined Impact	Equality Impact Score Total	42
56 to 50	49 to 36	35 to 22	21 to 14		

Positive	Neutral	Negative	Undetermined
4	3	2	1

1. **Disability** refers to anyone who has: "...a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities..." (Equality Act 2010 definition). This includes, but is not limited to: mental health conditions, learning disabilities, intellectual disabilities, neurodivergent conditions (such as dyslexia, dyspraxia and dyscalculia), autism, many physical conditions (including HIV, AIDS and cancer), and communication difficulties (including d/Deaf and blind people).
2. **Gender**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: "A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex."
3. **Race**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: A person's colour, nationality, or ethnic or national origins. This also includes people whose first spoken language is not English, and/or those who have a limited understanding of written and spoken English due to English not being their first language.
4. **Religion and Belief**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: Religion means any religion and a reference to religion includes a reference to a lack of religion. Belief means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief.
5. **Sex**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: A reference to a person who has a particular protected characteristic and is a reference to a man or to a woman.
6. **Sexual Orientation**, in terms of a Protected Characteristic within the Equality Act 2010, refers to: Sexual orientation means a person's sexual orientation towards persons of the same sex, persons of the opposite sex or persons of either sex.
7. The **Human Rights Act 1998** sets out the fundamental areas that everyone and every organisation must adhere to. In relation to health and care, the most commonly applicable of the Articles within the Human Rights Act 1998 include: Article 2 Right to Life, Article 5 Right to Liberty and Security, Article 8 Right to Respect of Private and Family Life, and Article 9 Freedom of Thought, Conscience and Religion.
8. **Community Cohesion** is having a shared sense of belonging for all groups in society. It relies on criteria such as: the presence of a shared vision, inclusion of those with diverse backgrounds, equal opportunity, and supportive relationships between individuals. **Social Inclusion** is defined as the process of improving the terms of participation in society, particularly for people who are disadvantaged, through enhancing opportunities, access to resources, voice and respect for rights (United Nations definition). For the EQIA process, we should note any positive or negative impacts on certain groups being excluded or not included within a community or societal area. For example, people who are homeless, those from different socioeconomic groups, people of colour or those from certain age groups.
9. **Safeguarding** means: "...protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care. Safeguarding children, young people and adults is a collective responsibility" (NHS England definition). Those most in need of protection are children, looked after children, and adults at risk (such as those receiving care, those under a DoLS or LPS Order, and those with a mental, intellectual or physical disability). In addition to the ten types of abuse set out in the Health and Care Act 2022, this section of the EQIA should also consider PREVENT, radicalisation and counterterrorism.
10. **Other Groups** refers to anyone else that could be positively or negatively impacted by the policy, process, strategy or service change. This could include, but is not limited to: carers, refugees and asylum seekers, people who are homeless, gypsy, Roma and traveller communities, people living with an addiction (e.g., alcohol, drugs or gambling), people experiencing social or economic deprivation, and people in stigmatised occupations (e.g., sex workers).