

Appendix 2 - Equality Impact Assessment - Standard Assessment Template

Section A: Assessment

Name of Policy: Fundraising Policy

Person/persons conducting this assessment with Contact Details: Dale-Charlotte Moore, Fundraising and Communications Manager, 029 2194 1801 (extension 41801). Email: dale.moore@wales.nhs.uk

Date: 12th January 2014

1. The Policy

Is this a new or existing policy? This is a new fundraising policy for the UHB.

What is the purpose of the policy? The Fundraising Policy will provide clear guidelines on principles and practices of fundraising across Cardiff and Vale UHB as well as guidelines for fundraising on best practice and fundraising standards and laws. This policy provides an overview on how fundraising should be undertaken by employees, by patients and by key stakeholders as well as how the UHB manages donations.

How do the aims of the policy fit in with corporate priorities? The aim of the policy is to manage and grow funds that are available to support the innovation and improvements in service delivery by the UHB. The UHB Integrated Business Plan for 2013/2014- 2015/2016 highlights the needs to develop opportunities to improve services. This will be supported by increased and more cohesive fundraising activities across the UHB.

Who will benefit from the policy? The UHB will benefit from the policy as it will provide a unified approach to fundraising and increase support for the UHB's official charity.

What outcomes are wanted from this policy? That the policy will give an approved and adopted approach to fundraising by the UHB

Are there any factors that might prevent outcomes being achieved? (e.g. Training/practice/culture/human or financial resources) Failure of teams to adopt the prescribed recommended practices for fundraising.

2. Data Collection

What qualitative data do you have about the policy relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population)?

What quantitative data do you have on the different groups¹⁶ (e.g. findings from discussion groups, information from comparator authorities)?

Please indicate the source of the data gathered? (e.g. Concerns/Service/Department/Team/Other)

What gaps in data have you identified? (Please put actions to address this in your action plan?)

This fundraising policy has been developed both with existing procedures from the fundraising office and looking at opportunities to develop the charity as an effective and efficient UHB entity for income generation.

We have used our donation forms to review the compliance with completion of donor information and the policy will allow us to guide fundraising practice across the UHB.

In order to produce this policy we have used fundraising policies from other health boards across the UK, the charity commission and the fundraising standards board to ensure that fundraising at the UHB is in line with best practice for charities and for NHS charities as well as

3. Impact

Please answer the following

Consider the information gathered in section 2 above of this assessment form, comparing monitoring information with census data as appropriate (see www.ons.gov.uk Office National Statistics website) and considering any other earlier research or consultation. You should also look at the guidance in Appendix 1 with regard to the protected characteristics **stating the impact and giving the key reasons for your decision.**

Do you think that the policy impacts on people because of their age? (This includes children and young people up to 18 and older people) Lawful fundraising should be undertaken by individuals over 18, for any fundraising completed by children and young people up to 18 the fundraising policy requests individuals to contact the fundraising team in order to signpost them to the types of fundraising children and young people are able to support. Older people are able to support fundraising activities. The fundraising policy notes that fundraising should not take place at the bedside as we have many vulnerable patients.

Do you think that the policy impacts on people because of their caring responsibilities? The fundraising policy is intended to support our stakeholders who are fundraising to support the UHB and does not discriminate against individuals because of their caring responsibilities.

Do you think that the policy impacts on people because of their disability? (This includes Visual impairment, hearing impairment, physically disabled, Learning disability, some mental health issues, HIV positive, multiple sclerosis, cancer, diabetes and epilepsy.) The policy treats all individuals fundraising for the UHB in a fair and equal manner. Indirectly, any approved fundraising may positively support individuals with disabilities i.e. fundraising to support the development of a cancer centre

Do you think that the policy impacts on people because of Gender reassignment? (This includes Trans transgender and transvestites) No, the policy is consistent and applies to all members of staff and our stakeholders equally.

Do you think that the policy impacts on people because of their being married or in a civil partnership? No, the policy is consistent and applies to all members of staff and our stakeholders equally.

Do you think that the policy impacts on people because of their being pregnant or just having had a baby? No, the policy is consistent and applies to all members of staff and our stakeholders equally.

Do you think that the policy impacts on people because of their race? (This includes colour, nationality and citizenship or ethnic or national origin such as Gypsy and Traveller Communities.) No, the policy is consistent and applies to all members of staff and stakeholders equally.

Do you think that the policy impacts on people because of their religion, belief or non-belief? (Religious groups cover a wide range of groupings the most of which are Buddhist, Christians, Hindus, Jews, Muslims, and Sikhs. Consider these categories individually and collectively when considering impacts) No, the policy is consistent and applies to all members of staff and stakeholders equally.

Do you think that the policy impacts on men and woman in different ways? The fundraising policy may have a positive impact on both men and women as it identifies the opportunity to support national health awareness campaigns related to health issues unique to men or women.

Do you think that the policy impacts on people because of their sexual orientation? No, the policy is consistent and applies to all members of staff and stakeholders equally.

Do you think that the policy impacts on people because of their Welsh language? No – we do not preclude individuals or groups from fundraising based on their Welsh language skills.

4. Summary.

Which equality groups have positive or negative impacts been identified for (i.e. differential impact). The fundraising policy identifies that fundraising could tie into national themes, such as women's or men's health awareness months in order to support specific funds or appeals within the hospital. This would bring positive impacts for these groups.

Is the policy directly or indirectly discriminatory under the equalities legislation? The fundraising policy has been introduced to support fundraising completed by all of our supporters. We support fundraising undertaken by an individual regardless of their age, sexuality, religious belief or race. We make a positive action to prevent children and young people being involved in fundraising as recommended by the Charity Commission and the Institute of Fundraising Code of Practice.

If the policy is indirectly discriminatory can it be justified under the relevant legislation? Our stipulation that fundraising must not be completed by children safeguards young people against unlawful collecting and security around collecting money. It is against the law for children under 16 to collect money for fundraising, raffles or lotteries and we are therefore supporting the laws of fundraising. It is imperative that communications aimed at children (those under 18 years of age) is appropriate and does not exploit their vulnerability and we therefore ask that fundraisers contact the fundraising team to ensure fundraising which includes children has the necessary permission and checks in place.

Appendix 3

Cardiff and Vale University Health Board Action Plan

Section B: Action

5. Please complete your action plan below. Issues you are likely to need to address include

- What **consultation** needs to take place with equality groups (bearing in mind any relevant consultation already done and any planned corporate consultation activities)
- What **monitoring/evaluation** will be required to further assess the impact of any changes on equality target groups?

Equalities Impact Assessment Implementation Action Plan

Issue to be addressed	Responsible Officer	Action Required	Timescale for completion	Action Taken	Comments
Further consultation on fundraising policy including Welsh Language Officer and Chair of LGBT Rainbow network	D-C Moore	Submit Fundraising Policy to Stakeholder Reference Group	March 2014	D Moore to submit to SRG and attend SRG meeting	

6. Report, publication and Review

Please record details of the report or file note which records the outcome of the EQIA together with any actions / recommendations being pursued (date, type of report etc)

Please record details of where and when EQIA results will be published

EQIA results will be published on the intranet with the Fundraising Policy

Please record when the EQIA will be subject to review.

The EQIA will be subject to review on a bi-annual basis

Name of person completing: Dale-Charlotte Moore

Signed _____

Date: 20th January 2014

Name of Senior Manager Authorising Assessment and Action Plan for publication (TBC)

Signed: _____

Date: _____

This has be completed because sometimes we publish this form rather than the full EQIA.

Appendix 4

Format for publication of EQIA results

Executive Summary

This should provide a summary of the results of the EQIA, in particular focusing on any decisions that have been made.

Background

- A description of the aims of the policy
- The context in which the policy operates
- Who was involved in the EQIA?

The scope of the EQIA

- A brief account of how you assessed the likely effects of the policy
- The data sources and information used
- The consultation that was carried out (who with, how and a summary of the responses).

Key findings

- Describe the results of the assessment (based on the information that is included in the EQIA template).
- Identify any positive, negative or neutral impact for any equalities groups.

Recommendations

- Provide a summary of the overall conclusions
- State any recommended changes to the proposed policy as a result of the EQIA and plans for implementation/monitoring/review.