

**EQUALITY IMPACT ASSESSMENT – STANDING FINANCIAL INSTRUCTIONS**  
**Form 1: Preparation**

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

<b>Step 1 - Preparation</b>		
1.	<b>Title of Policy</b> - what are you equality impact assessing?	Standing Financial Instructions – Version 2
2.	<b>Policy Aims and Brief Description</b> - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>Health Boards need to agree Standing Financial Instructions (SFIs) for the regulation of their proceedings and business. Boards are required to formally approve any changes. This document, together with Standing Orders provides a regulatory framework for the business conduct of the Health Board. They fulfill the dual role of protecting the Health Board's interests and protecting staff from any possible accusation that they have acted less than properly. The Standing Orders, Delegated Powers and Standing Financial Instructions provide a comprehensive business framework. All independent members and directors, and all employees, should be aware of the existence of these documents and, where necessary, be familiar with the detailed provisions.</p> <p>The Standing Financial Instructions translate the regulatory framework into day to day operating practice.</p>

<b>Step 1 - Preparation</b>		
3.	<b>Who Owns/Defines the Policy?</b> - who is responsible for the Policy/work?	Director of Finance
4.	<b>Who is Involved in undertaking this EqIA?</b> - who are the key contributors to the EqIA and what are their roles in the process?	Assistant Director of Finance (Corporate and Strategy)
5.	<b>Other Policies</b> - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	This document supplements the Standing Orders and provides detailed guidance as to the running of the UHBs business.
6.	<b>Stakeholders</b> - Who is involved with or affected by this Policy?	All officers and employees of the UHB.
7.	<b>What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes?</b> These could be internal or external factors.	Principle factors are awareness, understanding of and compliance with the Standing Financial Instructions. Compliance will deliver the expected outcomes and ensure that the UHB operations within a sound governance framework.

## Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.									
<b>Race</b>	<p>An Internet search of the topics “Equality Impact Assessment NHS Standing Financial Instructions”.The assessment undertaken by the Welsh Government when the Model Standing Financial Instructions were first developed for Local Health Boards in 2010 was also considered.</p> <p>One identified the potential for “small levels of adverse impact”, this appeared to relate to instances when the first language was not English, the remainder concluded that there was “no impact” .</p>	<b>Eliminating Discrimination and Eliminating Harassment</b>	X	<b>Promoting Equality of Opportunity</b>	X	<b>Promoting Good Relations and Positive Attitudes</b>	X	<b>Encouraging participation in Public Life</b>	X	Take account of difference even if it involves treating some individuals more favourably*	
<b>Disability</b>	See above – no impact	X	X	X	X	X	X	X	x		
<b>Gender</b>	See above – no impact	X	X	X	X	X	X	X			
<b>Sexual Orientation</b>	See above – no impact	X	X	X	X	X	X	X			
<b>Age</b>	See above – no impact	X	X	X	X	X	X	X			
<b>Religion or Belief</b>	See above – no impact	X	X	X	X	X	X	x			
<b>Welsh Language</b>	See above	X	X	X	X	X					



**Form 3: Assessment of Relevance and Priority**

<b>Equality Strand</b>	<b>Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)</b>	<b>Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)</b>	<b>Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)</b>
Race	1	0	0
Disability	1	0	0
Gender	1	0	0
Sexual Orientation	1	0	0
Age	1	0	0
Religion or Belief	1	0	0
Welsh Language	1	0	0
Human Rights	1	0	0

**Scoring Chart A: Evidence Available**

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

**Scoring Chart B: Potential Impact**

-3	High negative
-2	Medium negative
-1	Low negative

**Scoring Chart C: Impact Decision**

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)


0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

0	No Impact (N)
1 to 9	Positive Impact (P)

### FORM 4: (Part A) Outcome Report

<b>Policy Title:</b>	Standing Financial Instructions – Version 2
<b>Organisation:</b>	Cardiff and Vale University Health Board
<b>Name:</b>	Chris Lewis
<b>Title:</b>	Assistant Finance Director
<b>Department:</b>	Finance
<b>Summary of Assessment:</b>	<p>These documents, together with Standing Orders, provide a regulatory framework for the business conduct of the Health Board. They fulfill the dual role of protecting the Health Board's interests and protecting staff from any possible accusation that they have acted less than properly.</p> <p>It has been found that there no impact when considering the seven equality strands together with and individuals human rights.</p>
<b>Decision to Proceed to Part B Equality Impact Assessment:</b>	<p style="text-align: center;"><del>Yes/No</del></p> <p style="text-align: center;"><b>Please record reason(s) for decision</b></p> <p>The decision has been based on the assessment that there is a low positive or neutral positive impact on any groups in respect of race, disability, gender, age, religion or belief, welsh language, sexual orientation and human rights.</p>

### Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	<b>Action(s) proposed or taken</b>	<b>Reasons for action(s)</b>	<b>Who will benefit?</b>	<b>Who is responsible for this action(s)?</b>	<b>Timescale</b>
1. What <b>changes</b> have been made as a result of the EqIA?	N/A				
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to <b>mitigate</b> these impacts?	N/A				



<p>3. <b>Justification:</b> For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.</p>	N/A				
<p>4. Describe any <b>mitigating actions</b> taken?</p>	N/A				
<p>5. Provide details of any actions planned or taken to <b>promote equality</b>.</p>	N/A				

<b>Date:</b>	21 <sup>st</sup> January 2013
<b>Monitoring Arrangements:</b>	Compliance with the Standing Financial Instructions is monitored by the Audit Committee on behalf of the Board.
<b>Review Date:</b>	January 2014
<b>Signature of all Parties:</b>	Chris Lewis