



# Western Health and Social Care Trust

## EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

### THIS IS A PUBLIC DOCUMENT

<b>Title of Policy:</b> Cash handling procedure	
<b>Lead Manager:</b> Carmel Devlin/Mary Coyle	<b>Title:</b> Senior Accountant
<b>Directorate:</b> Finance	<b>Department:</b> Financial Accounting
<b>Contact details:</b> <b>Address:</b> Admin Offices, Gransha Park, Londonderry <b>Tel:</b> 028 71 865272 Ext 218255 <b>Email:</b> <a href="mailto:carmel.devlin@westerntrust.hscni.net">carmel.devlin@westerntrust.hscni.net</a>	
<b>Short Description of Policy</b>  The Cash handling procedures are intended to provide advice to Trust staff who, in the course of their day to day work deal with petty cash floats.	
<b>Final Recommendations:</b> (please tick as appropriate)	
1.	<b>GREEN:</b> No equality issues/impact: no further action <input checked="" type="checkbox"/>
2.	<b>AMBER:</b> Minor equality issues/impact: actions identified <input type="checkbox"/>
3.	<b>RED:</b> Major equality issues/impact: full EQIA recommended <input type="checkbox"/>
<p style="text-align: center;">Please send draft completed form for quality assurance to  <a href="mailto:equality.admin@westerntrust.hscni.net">equality.admin@westerntrust.hscni.net</a>          For further information on quality assurance see page 3, section 3.</p>	
<b>Final Approval Date:</b>	

**(1) INFORMATION ABOUT THE POLICY OR PROPOSAL**

**1.1 Title of policy or proposal**

Western Health and Social Care Trust Cash Handling Procedures

**1.2 Description of policy or proposal**

The procedure is a reference point for all staff who deal with petty cash floats on an administrative or approval process. Staff should comply with the procedure in a manner commensurate with their role and responsibilities within the Trust. The procedures state that it is the responsibility of senior officers to carry out regular spot checks to ensure that procedures are being adhered to, and the facility manager(s)/supervisor(s) are responsible for ensuring that all staff handling cash are fully conversant with these procedures.

**1.3 Main stakeholders affected (internal and external)**

*For example, staff, actual or potential service users, other public sector organisations, GPs, primary care providers, voluntary and community groups, trade unions or professional organisations or private sector organisations or others. **Start to consider how you might involve them in the development of the policy/decision.** This will also help you to meet the Trust's obligations under Personal and Public Involvement (PPI).*

Trust staff  
 Service Users  
 Service User next-of-kin

**1.4 Other policies or decisions with a bearing on this policy or proposal**

Western Trust Standing Orders and Standing Financial Instructions

All guidance listed is applicable to all Trust staff.

**(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED**

**2.1 Data Gathering**

**2.1.1** What information did you use to inform this equality screening? For example, previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints, etc.

Review of the S.75 groupings and assessment of the potential for impact on any of these. Previous equality screening completed within the Department. Workforce Planning information is provided in section 2.2  
 Census 2011 information for Western Trust area.

### 2.1.2 How did you involve people?

The Trust requires evidence of engagement with stakeholders to fulfil its statutory obligations under its Equality scheme, Consultation Scheme and Personal and Public Involvement strategy. Provide details of how you involved stakeholders e.g. views of colleagues, service users, carers, Trade Unions, Section 75 groups or other stakeholders.

**Consultation and Engagement Statement:** In your policy/proposal include a paragraph titled Consultation and Engagement and summarise this section. If there was no engagement, please explain why.

The guidelines were discussed by the Finance Dept and senior management Team since the last revision and up to June 2023.

WHSCT Policy Group will also approve the procedures before formal adoption.

## 2.2 Equality Profile

Who is affected by the policy or proposal? What is the makeup (%) of the affected group? Please provide a statistical profile. Could you improve how you gather Section 75 information? Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group? If the policy affects both staff and service users, please provide information on both. If not, merge the 2 columns.

SECTION 75 GROUP	Service Users, etc. Census Information 2011 Western Health and Social Care Trust Population:	Staff Workforce Planning Information, WHSCT on 23/08/23
GENDER	Male: 146,051 Female: 148,366	Female: 11351 Male: 2900
RELIGION	Catholic: 182,996 (32.16%) Presbyterian: 29,353 (9.97%) Church of Ireland: 37,154 (12.62%) Methodist: 4,900 (1.66%) Other Christian: 7,212 (2.45%) Other religions: 1,475 (0.50%) No religion: 12,199 (4.14%) <b>Religion not stated: 19,128 (6.50%)</b>	Protestant: 3048 Roman Catholic: 7736 Not Determined/Not Known: 3467
POLITICAL OPINION	<b>Political Opinion - Based on first choice votes held by electoral office.</b> Nationalist: 86,834 (53%) Unionist 61,995 (38.06%) Other: 14,025 (8.62%) Overall total: 162,854	Broadly Unionist 824 Broadly Nationalist 1747 Other 1362 Do not wish to answer/not known 10318

<b>AGE</b>	0-4: 20,445 5-7: 11,322 8 – 9: 7,668 10 – 14: 21,186 15: 4,467 16 – 17: 9,266 18 – 19: 8,097 20 – 24: 19,865 25 – 29: 20,097 30 – 44: 61,230 45 – 59: 56,781 60 – 64: 15,380 65 – 74: 22,101 75 – 84: 12,301 85 – 89: 2,878 90+: 1,333	16-24 :852 25-34: 3040 35-44: 3639 45-54: 3456 55-64: 2694 65+: 570
<b>MARITAL STATUS</b>	<b>Marital Status: All usual residents aged 16 and over (229,329)</b> Single: 87,557 Married: 106,383 In registered same-sex civil partnership: 161 Separated but still legally married: 9,678 Divorced or formerly in a same-sex civil partnership which is now legally dissolved: 11,063 Widowed or surviving partner from a same-sex civil partnership: 14,487	Married :7682 Single : 5184 Other: 1385
<b>DEPENDANT STATUS</b>	All families in households: 77,758 Households with no dependent children: 37,650 Households with children: 76,204  Residents who: Provide 1-19 hours unpaid care per week: 17,538 Provide 20-49 hours unpaid care per week: 5,859 Provide 50+ hours unpaid care per week: 9,096 Provide no unpaid care: 261,924	Yes: 2794 No : 3344 Not Known: 8113
<b>DISABILITY</b>	Persons with: Long-term health problem or disability: Day-to-day activities limited a lot: 37,988 Long-term health problem or disability: Day-to-day activities limited a little: 26,351 Long-term health problem or disability: Day-to-day activities not limited: 230,078	Yes: 326 No: 7667 Not Known: 6258

<b>ETHNICITY</b>	White: 290,923 (98.81%) Chinese: 486 (0.17%) Mixed: 740 (0.25) Irish Traveller: 251 (0.09%) Indian: 893 (0.30%) Other Ethnic Group: 294 (0.10%) Pakistani: 99 Black African: 115 (0.04%) Black Caribbean: 64 (0.02%) Black Other: 58 (0.02%) Bangladeshi: 21 (0.01%) Other Asian: 473 (0.16%)	Bangladeshi: 3 Black African: 14 Black Caribbean: 2 Black Other: 1 Chinese: 6 Filipino: 37 Indian: 116 Irish Traveller: 3 Mixed Ethnic Group: 15 Not assigned: 4343 Other: 64 Pakistani: 21 White: 9626
<b>SEXUAL ORIENTATION</b>	Rainbow Research (2008) estimates that approximately 10% of the population is LGB. This equates to approx. 29,442 people in the Western area.	Attracted to: Opposite sex: 7040 Same sex: 136 Same and Opposite sex: 38 Do not wish to answer/not known: 7037

### 2.3 Assessing Needs/Issues/Adverse Impacts, etc.

What are consequences of the policy/proposal on Users/Carers and staff? What are the different needs, issues and concerns of each of the equality groups? Are there any adverse impacts? If the policy affects both staff and service users, please specify issues for both. If not, merge the 2 columns. Please state the source of your information, e.g. colleagues, consultations, research, user feedback, etc.

	<b>Needs and Experiences</b>	
<b>Equality Group</b>	<b>Service Users, etc.</b>	<b>Staff</b>
Gender	N/a	No issues identified
Age	N/a	No issues identified
Religion	N/a	No issues identified
Political Opinion	N/a	No issues identified
Marital Status	N/a	No issues identified
Dependent Status	N/a	No issues identified
Disability	The procedure will be available in alternative formats for service users with a disability e.g large font, audio, Braille etc. Sign language interpreters will be provided in line with WHSCT policy	The procedure will be available in alternative formats for staff with a disability e.g large font, audio, Braille etc. Sign language interpreters will be provided in line with WHSCT policy
Ethnicity	The procedure will be available in alternative formats for service users where ethnicity is a barrier e.g written translation etc. Sign language interpreters will be provided in line with WHSCT policy	The procedure will be available in alternative formats for staff with a disability e.g large font, audio, Braille etc.
Sexual Orientation	N/a	No issues identified
Other Issues: e.g. Rurality	N/a	No issues identified

**2.4 Multiple Identities:** When considering this policy/proposal, are there any additional issues relating to people with multiple identities? For example: older women, disabled minority ethnic people, young Protestant men, disabled people who are gay, lesbian or bisexual.

N/A
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## 2.5 Making Changes: Promoting Equality of Opportunity/Minimising Adverse Impacts

Based on the equality issues you identified in 2.2, 2.3 and 2.4, what do you currently do that meets those needs? What additional changes do you intend to make that will improve how you promote equality of opportunity or minimise adverse impacts?

Equality Group	Actions that promote equality of opportunity or minimise (mitigate) adverse impacts
<b>Disability (Staff and Service users)</b>	The procedure will be available in alternative formats for staff with a disability e.g large font, audio, Braille etc. Sign language interpreters will be provided in line with WHSCT policy.
<b>Ethnicity (Staff and service users)</b>	The procedure will be available in alternative formats for service users where ethnicity is a barrier e.g written translation etc. Sign language interpreters will be provided in line with WHSCT policy.

## 2.6 Good Relations

Does the policy/proposal have any impact/consequences for Good Relations? What changes to the policy or proposal or what additional measures could you suggest to ensure that it promotes good relations (if any)? (Refer to Guidance Notes for guidance on impact).

Group	Impact/Consequences	Suggestions
Religion	N/A	N/A
Political Opinion	N/A	N/A
Ethnicity	N/A	N/A

### (3) CONSIDERATION OF DISABILITY DUTIES

How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?
N/A

**4.1 Does the policy or proposal adversely affect anyone's Human Rights?  
Complete for each of the Articles.**

<b>Article</b>	<b>Positive Impact</b>	<b>Negative Impact - human right interfered with or restricted</b>	<b>Neutral Impact</b>
Article 2 – Right to life			√
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			√
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			√
Article 5 – Right to liberty & security of person			√
Article 6 – Right to a fair & public trial within a reasonable time			√
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			√
Article 8 – Right to respect for private & family life, home and correspondence.			√
Article 9 – Right to freedom of thought, conscience & religion			√
Article 10 – Right to freedom of expression			√
Article 11 – Right to freedom of assembly & association			√
Article 12 – Right to marry & found a family			√
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			√
1 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			√
1 <sup>st</sup> protocol Article 2 – Right of access to education			√

**If you have answered either 'Positive Impact' or 'Neutral Impact' to all of the above, please move on to Section 5.**



**4.2 If you have identified any potential negative impacts to any of the articles, please complete the following table.**

Article Number	What is the negative impact and who does it impact upon?	What do you intend to do to address this?	Does this raise any further legal issues?*
	N/A		Yes/No

*\*It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this.*

**4.3 Outline any further actions which could be taken to promote or raise awareness of human rights or, to ensure compliance with the legislation in relation to the policy or proposal.**

N/A

**(5) SHOULD THE POLICY OR PROPOSAL BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?**

A full Equality Impact Assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity. Base your decision on information from sections 2.2, 2.3, 2.4 and 2.5.

**How would you categorise the impacts of this proposal or policy? (refer to Guidance Notes for guidance on impact)**

**Do you consider that this policy or decision needs to be subjected to a full Equality Impact Assessment?**

**Please tick:**

<b>GREEN:</b> No impact	√
<b>AMBER:</b> Minor impact	
<b>RED:</b> Major impact	

**Please tick:**

Yes	
No	√

**Please give reasons for your decision.** (See Guidance Notes, page 28, for sample paragraph).

The Cash handling Procedures are an operational guide for staff only in relation to managing petty cash floats.

Western Trust staff are committed to improving people’s health and social care and to make sure that people can understand the information they are given about their health and care. The procedure will be provided in different formats, to help to communicate the content. The procedure will be provided in large print, braille, easy read, in another language or by email if required. In line with Trust guidelines and policies staff should ensure that communication support needs are met when using this policy.

In relation to staff, the guidance will be distributed via the Staff Intranet and Trust Communications. In addition, should staff require further information, sessions will be arranged to explain the guidelines.

➤ **NOTE: Equality and Human Rights Statement:** The policy/proposal that this screening relates to **MUST** include the above paragraph. In addition, this paragraph should be used in the briefing note to Trust Board and will also be included in the Trust’s Equality Screening Report.

**(6) EQUALITY AND HUMAN RIGHTS MONITORING**

**What data will you collect in the future in order to monitor the effect of the policy or proposal, on any of the equality groups, for equality of opportunity and good relations, disability duties and human rights?**

Data is available from the Finance system on all petty cash floats, their location, amount and reimbursement metrics.

A list of petty cash floats per facility is held and regularly updated by the Capital, Governance & System Department. This includes the float balance held at each site. Petty cash floats will be subject to unannounced audit by either Internal Audit or Capital, Governance & System staff. This audit will be carried out using standard working papers.

**Approved Lead Officer:** Carmel Devlin/Mary Coyle

**Position:** Senior Financial Accountant

**Policy/Proposal Screened By:** Mary Coyle/Carmel Devlin

**Date:** 19<sup>th</sup> June 2023

**Quality Assurance:** Please send the final draft for quality assurance to the Equality and Human Rights Unit, Tyrone and Fermanagh Hospital, Omagh, BT79 0NS or email: [equality.admin@westerntrust.hscni.net](mailto:equality.admin@westerntrust.hscni.net). **Quality Assurance can take up to three weeks.**

**Directorate SMT Approval:** The completed Equality Screening Form **MUST** be presented along with the policy/proposal to your Directorate SMT for approval.

**Quarterly Equality Screening Reports:** When final Trust approval is received, ensure that you send the completed screening form and associated policy/proposal, etc. to the Equality and Human Rights Unit, for inclusion in the WHSCT's quarterly equality screening reports. As a public document, the screening form will be available for downloading on both the Trust's website and intranet site.