

Secondment Policy and Procedure (HR-049)

Version Number:	V1.1
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Executive Lead (name & job title):	Steve McGowan; Director of Workforce and OD
Name of approving body	EMT
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<i>Minor amendments made prior to full review date above (see appended document control sheet for details)</i>	
<i>Date approved by Lead Director:</i>	<i>6 January 2023 - Steve McGowan</i>
<i>Date EMT as approving body notified for information:</i>	<i>January 2023</i>

Policies should be accessed via the Trust intranet to ensure the current version is used

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1. Introduction

The Trust is committed to developing its employees through training and education. It recognises that a secondment is often a valuable tool for the development of employees as it can enhance their skills and capabilities which will improve the quality of the service provided to patients. The Trust would expect that any secondment arrangement would be able to demonstrate that it supports the objectives of the Trust and that there are specific outcomes identified.

The purpose of this policy is to provide guidance on the management of secondments and set out the principles to maximise the use of secondments throughout the Trust. It will ensure a consistent approach is taken and that all those concerned, understand the process, prior to entering into a secondment agreement.

All parties must fully understand and agree the purpose and length of the secondment at the outset.

2. Scope

This policy applies to all staff employed by Humber Teaching NHS Foundation Trust who have a minimum of 12 months service at the time of the application and with the agreement of their Seconding Manager.

3. Definitions

Secondment	This refers to the temporary transfer of an employee to a different post or area of the Trust, or to another organisation for a specific purpose and specific length of time to the mutual benefit of the trust, the alternative organisation, and the employee.
Internal	These may be between departments or to a different post within the same department and will in all circumstances be subject to the principles stated in this policy.
External	These may be within the NHS or within other public or private sector companies. External secondments can benefit all three parties, by exposing initially the host organisation and the employee and subsequently the seconding employer to different work practices.
Secondee	The employee requesting/taking up the secondment opportunity.
Seconding Manager	The manager of the secondee prior to secondment.
Host Employer /Manager	The employer/manager during the period of secondment.
W&OD	Workforce and OD.

4. Duties and Responsibilities

Chief Executive

To provide assurance to the Board that the policy is acted upon through delegation to the appropriate areas of the Trust.

Executive Directors

To ensure that this policy is acted on through policy dissemination and implementation in collaboration with senior managers.

Senior Managers, Managers and Clinicians

Ensure all staff within their area of responsibility are informed about the contents of this and other associated policies and procedures and apply this policy and procedure in a fair and equitable manner.

Workforce and Organisation Development Team (Workforce and OD)

The Workforce and OD Team (name the HR Advisor) will provide appropriate technical advice to managers and leaders in the operation and application of this policy and its associate procedure.

5. During the Secondment

It is essential that all parties involved in a secondment arrangement are clear about their obligations, expectations, accountabilities, and performance objectives.

The seconding manager should:

- Be responsible for ensuring the appropriate paperwork / assignment change forms are completed and to notify payroll and / or finance of the changes. Maintain regular contact with the secondee and host manager.
- Keep the secondee informed about any developments, changes, and general information about the department / service. Where appropriate the employee should be informed of and invited to staff meetings or sent minutes.

The host manager should:

- Arrange an induction programme including health and safety issues, policies / procedures, reporting arrangements, objectives etc.
- Review and manage the employee's performance.
- Maintain regular contact with the seconding manager.
- Address any attendance, absence and conduct issues following policy and procedures of the host organisation and liaise with the seconding manager.
- Be responsible for ensuring the appropriate paperwork / assignment change forms are completed and to notify payroll and / or finance of the changes.

The secondee should:

- Observe the appropriate policies/procedures within the host department/organisation.
- Comply with mandatory training requirements of the host organisation.
- Maintain professional membership and/or appropriate registration.
- Maintain regular contact with their seconding manager.

- Update both the host and seconding manager regarding sickness and annual leave.
- Remain compliant with the secondment training framework, and when return to substantive role, compliance should be assessed and completed.

6. Procedure

6.1 Duration of Secondment

The duration of any secondment should be for a maximum of 12 months in the first instance; however, any adjustment to the secondment period should be discussed and agreed, on a verbal basis in the first instance, between all parties and confirmed in writing by the manager responsible for the secondment, giving at least 3 months' notice to the seconding manager.

If the secondment is for 12 months or less, the trust will hold the substantive post open for the member of staff to return to. If the secondment is for more than 12 months, it is a decision for the manager whether to hold open the role. When considering the length of an extension, the manager will consider (where applicable) the impact on a team, arrangements for back-filling the post/s and the impact on staff returning to their original post at the end of a secondment. If the post isn't held open, the manager and the staff member should discuss and be clear what the future will hold. If the post cannot be held open, and the employee wants to continue with the seconded role, it will need to be on a fixed term contract basis. At the conclusion of this, if the employee does not have another post to go to, at the end of the fixed term contract, they will be accorded at risk status, in line with provisions of the Redeployment Policy.

The maximum period for a secondment is 2 years.

6.2 Benefits of Secondment

Consideration should be given to the benefits of a secondment, to all involved, looking at the sharing of best practice, developing our workforce and best use / development of systems within the Trust.

6.3 Benefits for the Employee

- Increased motivation through experiencing a new and challenging work environment.
- Personal and career development through the development of professional, managerial, technical, and interpersonal skills.
- The opportunity to achieve clear and specific objectives in a time-limited period.
- The opportunity to explore a new career option.

6.4 Benefits for the Seconding Manager

- Assisting an individual to develop their skills, knowledge, and competence.
- Develop closer links with other departments within the Trust, or another organisation.
- Establish the potential for future secondments into their department.

6.5 Benefits for the Host Manager

- The benefit of an employee for a time-limited period that may not otherwise be available.
- The ability to utilise an individual's particular skills for a project or specific piece of work.
- Introduction of new ideas and approaches to the department or team.

7. Application for Secondment

Prior to any application for a secondment, the employee must first seek approval from their line manager, and it is recommended that this is done on a verbal basis in the first instance. This will determine if a secondment from their substantive post is possible when considering the services perspective. The Line Manager must consider the timescales involved in considering whether a secondment would be likely, as some positions are open to apply for short periods.

A Line Manager needs to consider the rationale for the secondment request and see if it meets the criteria below, considering the needs of the service:

- Support the objectives of the Trust.
- Support the objectives of the department.
- It will enrich the skills of the individual.
- It will enrich the skills of the team; the secondee will be working with.
- It will provide personal development for the secondee.
- It will enable the Trust to maintain vital skills and knowledge.
- It will enable systems or processes in the Trust to be improved.

The employee should then submit a written request to their Line Manager detailing the reason for the secondment, the potential benefits to themselves and the Trust, the organisation / Department involved, duties to be performed and wherever possible a job description should be provided, grade and duration of the secondment.

The employees Line Manager must respond to this request, in writing, to confirm if the secondment arrangement can or cannot be accommodated, explaining the rationale for their decision.

PLEASE NOTE: The employee must ensure they have written confirmation from their Line Manager that they can be released from their substantive post before applying for a secondment opportunity.

PLEASE NOTE: All secondment opportunities are required to be advertised and managed at least internally via Trac to ensure equality of opportunity

8. Preparation for the Secondment

To achieve a successful secondment there needs to be preparation by all parties (those listed in 3) and an agreement (for either internal or external) should be produced. Copies of the agreement should be sent to all parties and a copy kept on the secondees' personal file. The following should therefore be considered:

- The purpose of the secondment should be clear and a job description and personal specification produced outlining the roles, responsibilities, and requirements.
- The grade, pay, hours and job location.
- The duration of the secondment.
- Clear objectives.
- Costs and responsibilities for the secondment, including pay, pension, expenses, lease car, etc. Recharge arrangements must be agreed with the appropriate Finance Managers in both areas / organisations.
- Necessary employment checks to be completed by the host organisation.
- Clarify the terms under which the secondee will return to their substantive post.

9. Early Cessation of the Secondment Agreement

A secondment can be ceased early:

- By the secondee by giving a minimum of four weeks' notice to the host organisation and seconding manager. A meeting between the secondee, host manager and seconding manager should take place as soon as possible to discuss the reason for ceasing the secondment and to agree the next steps.
- By the seconding organisation if there is a change in service delivery which necessitates the return of the secondee to the original post or if there is some other substantial reason that necessitates an early termination of the secondment. A meeting will be held with the secondee, host manager and seconding manager taking account of all the circumstances and affected parties and giving a minimum of four weeks' notice to end the secondment.
- By the host organisation or department for express business reasons (e.g., unsuitability of the seconded employee or adverse effects on service delivery). A meeting will be held with the secondee, host manager and seconding manager taking account of all the circumstances and affected parties and giving a minimum of four weeks' notice to end the secondment.

The secondee can exercise their right to be accompanied to these meetings by either a Trade Union Representative or a work colleague.

10. Organisational Change

If during the secondment period reorganisation occurs which could have implications for the secondees substantive role, the secondee will be consulted and involved in the reorganisation process, in accordance with the Organisational Change Policy.

11. Terms and Conditions

The pay will depend on the grade of the secondment post. Both the seconding manager and the recruiting "host manager" are responsible for ensuring the appropriate paperwork/assignment change forms are completed to notify payroll and / or finance of the changes.

Annual leave accrued during the secondment should be agreed with the host manager and taken during the secondment and prior to returning to their substantive post. In the case of internal secondments, annual leave may be transferred when the secondee returns to their substantive post.

Any other change to terms and conditions, e.g., lease car, should be agreed prior to the commencement of the secondment.

During a secondment Humber Teaching NHS Foundation Trust will continue to be the employer of the seconded employee.

If the secondment is to be extended for business reasons then all parties involved must be written to and a meeting arranged to discuss and consider the impact of this on the secondees' substantive role. Final agreement must be documented and written confirmation of the outcome must be sent to all parties.

12. End of the Secondment

At the end of the secondment, a secondee should normally return to their original area of work. The seconding manager will contact the secondee and arrange to meet with them at least six weeks before the termination date of the secondment. This will enable the seconding manager and the secondee to discuss the return to their substantive role or equivalent post, focusing on the practical arrangements for their return and updating the secondee on developments within the department/ team.

No later than 4 weeks before the end of the secondment the secondee should receive written confirmation of the arrangements for their return from the seconding manager.

13. Appeal

If an employee is dissatisfied with the managers decision to refuse a request for a secondment as it is felt to be unreasonable, they have a right of appeal. Any appeal should be in writing and lodged with the Deputy Director of Workforce and OD within 10 working days of receipt of the managers decision.

The grounds of appeal should be set out in the appeal letter and the employee or their representative will use those grounds to establish their case. The appeal will focus on the parts of the decision the employee is not satisfied with and is not intended for the purpose of reviewing the entire decision or raising any new issues. The employee should also state what action(s) would resolve the matter for them. This is in line with and mirrors the Trust's Grievance Resolution Policy.

Appendix 1 – Secondment Request Form

<u>Secondment Request Form</u>	
Name:	
Current Job title:	
Name of Line Manager:	
Secondment Details	
Secondment Job title: (Please attach the Job Description)	
Name of the Department/Organisation where the Secondment will be based:	
Duties to be performed: (Please attach the Job Description)	
Band/Grade of Secondment:	
Duration of the Secondment:	_____ months From _____ To _____
Reason for the Secondment:	
How will you benefit from this Secondment?	
How will the Trust/Department benefit from this Secondment?	
Date:	Signature:

Appendix 2 – External Secondment Agreement

EXTERNAL SECONDMENT AGREEMENT	
Name	
Secondment Job Title	
Name of Host Organisation	
Accountable to (name and title of Host manager)	
Professionally accountable to (if different from above)	
Period of secondment	<p>From: _____ To: _____</p> <p>Upon expiry of the secondment you will have the right to return to your substantive role or, if this cannot be held open, an equivalent post on no less favourable terms and conditions.</p> <p>Where it is not possible for you to return to your substantive role due to organisational change your line management must ensure that you are fully consulted with in line with relevant Trust policies and procedures. If you become at risk, the relevant policies will apply.</p> <p>There will be no automatic right to return to a substantive role when a secondment lasts for longer than 12 months. This will be determined through discussion as per the Secondment policy.</p>
Hours of Work	<p>Whilst on secondment your normal hours of work will be hours per week (excluding meal breaks) [the full time standard hours for this post are]. The Host reserves the right to vary these hours following consultation with you. As a condition of this secondment you may be asked to work additional hours by the Host to meet the demands of the service. Your Manager will determine arrangements for payment/time off in lieu and additional payments will be borne by the Host.</p>

Employer	Whilst on secondment you will remain an employee of Humber Teaching Trust. Your existing terms and conditions (including continuity of service) will apply.
Duties and Location	You will normally be based at However, as a term of your secondment you may also be required to work at or from any other of the Host's establishments or at such other location as is required for the proper performance of your duties or for your continuing personal or professional development. In addition to your normal duties during the secondment, you may be required to undertake various other duties within your competence beyond the confines of your normal role.
Remuneration	For the period of your secondment your salary will be £.... Per annum pro rata, which is within pay band....., point.... Your pay review date and the basis for review will be as per the Trust Secondment Policy. Where appropriate, you will be entitled to any additional payments as agreed with the host. The Trust will continue to pay your salary and related benefits which will be cross charged to (<i>insert host Trust</i>). (If applicable)The Payroll Department have been advised to send your payslip to your home address for the duration of your secondment
Annual Leave	Whilst on secondment all annual leave has to be booked with and agreed by the Host. Your annual leave entitlement will be as per your contract of employment. Whilst on secondment the public holidays recognised by the Host will apply and your entitlement to paid public holidays will be as per your contract of employment.
Maternity, Paternity and Family Leave	For the duration of the secondment, the secondee is entitled to the same statutory and contractual maternity leave and pay and other family leave irrespective of being on secondment. The arrangement should never be terminated by the host or Trust employer following news of a pregnancy or the need for family leave were this amounts to unfavourable treatment.
Notice Period	In the event you decide to resign from your employment with the Trust during the period of the secondment you will still be required to give the Trust the period of notice as detailed in your contract of employment.
Sickness absence	For the duration of the secondment you will be expected to comply with the Host's local sickness absence reporting arrangements. However, the Trust's Sickness Absence Policy will still apply. In all other respects, the Trust's normal policies on absences from work will apply.
Employee conduct and performance	For the duration of the secondment, the duties of fidelity, the duty to obey lawful and reasonable instructions and the duty to exercise reasonable and careful skill in carrying out their work remain. Whilst these duties are still owed to the Trust as the employer, the secondee is also required to comply with the

	<p>host's internal policies and procedures throughout the duration of the secondment. Failure to do so maybe subject to the Trusts relevant conduct, performance and/or sickness absence polices.</p> <p>Any concerns regarding your conduct and /or performance will be brought to your attention by you host manager and if necessary be dealt with in accordance with the appropriate Trust policy, e.g. Disciplinary, Performance Management, Sickness Absence.</p>
Employee concerns	In the event that an issue raised needs to be resolved under the grievance procedure, you should raise this with your host manager. If the grievance cannot be resolved informally, then the Trust's Grievance Procedure will apply
Personal and professional development	Professional development whilst on secondment to ensure you maintain a high standard of professional competence and conduct. The host will support your continuing development and

	<p>you should regularly review your personal development plan (PDP) with your manager who will advise on the support available. In addition to any mandatory/statutory training, you will be expected to undertake learning and development activities either deemed to be necessary for the discharge of your duties whilst on secondment and /or as identified in your Appraisal and agreed with the Trust</p>
Professional Registration	If your substantive post requires you to be registered with a professional body you must continue to maintain your registration even if your proposed secondment is to a post where such a requirement is not necessary. Failure to maintain registration could lead to dismissal, subject to the Trust's Professional Registration and Disciplinary Policies.
Indemnity for professional/medical negligence	<p>Professional indemnity rests with the host employer, therefore you are advised to maintain medical defence membership where appropriate in order to ensure that you are covered for any work that falls outside your NHS employment with the Trust.</p> <p>During your secondment the host takes direct responsibility for costs and damages arising from clinical negligence where the host is vicariously liable for acts and omissions of its staff. Indemnity does not cover any private work or 'good Samaritan' acts you may wish to undertake whether or not this is on the host's premises and you are advised to ensure that you have professional liability cover before undertaking any such work. Indemnity does not apply to actions of an unprofessional or potentially criminal nature.</p>

Health and Safety	Under the Health and Safety at Work Act you have a duty to take reasonable care of the health and safety of yourself and that of others who you come into contact with at work. Whilst on secondment, you must familiarise yourself and comply with the host's Health and Safety at Work Policy. In addition, you have a responsibility to co-operate with the host's management and others in meeting statutory requirements. Neither the Trust nor the host accepts any responsibility for damage to or loss of your personal property whilst at work or elsewhere.
Confidentiality	During the course of your employment you may have access to Confidential Information relating to patients, visitors, other members of staff and the Trust's business (including but not limited to the Trust's business dealings, accounts, finances, trading, software, know-how, suppliers, and contractors). For the purpose of this clause, Confidential Information means any information not in the public domain. You are required to preserve the confidentiality of any such information and not disclose it to any party other than those authorised by the Trust to receive such information. This obligation shall continue indefinitely even if you leave the Trust's employ. A breach of this obligation of confidentiality will be regarded as gross misconduct and as such may be grounds for dismissal, subject to the provisions of the Disciplinary Procedure.
Conflict of interest	Although rare, a conflict between the interests of the Employer and the Host, may develop during the secondment. This conflict may arise when a host's instruction / demands made of the secondee may be detrimental to the interests of the Trust as the employer. If this is to happen it should be drawn to the attention of the HR and the line manager of the employer Trust immediately. For the avoidance of doubt, the interests of the employer take priority over the host unless otherwise stated by the employer.

<p>Standards of Business Conduct</p>	<p><u>Declaration of Interest</u> - you must declare any controlling or significant financial interest held by you or any close relative/associate/friend in any organisation which may compete for a contract to supply either goods or services to the Trust or the host during the period of your secondment. All such interests must be declared by submission of a Declaration of Interest Form. . Failure to comply with this requirement may lead to disciplinary action being taken. In addition you must not compete against the Trust or the host to provide goods or services to a third party during the period of your secondment. This restriction applies to you in a personal or professional capacity and also to any organisation in which you hold a controlling or significant financial interest. Failure to comply with this requirement will normally be regarded as gross misconduct and will normally lead to disciplinary action being taken against you.</p> <p><u>Accepting or offering improper inducements</u> - you should not accept gifts, hospitality or any other benefit other than of a token nature from any person or business with whom you are involved during the period of your secondment with the host. Modest hospitality and articles of low intrinsic value, such as diaries or calendars or small tokens of gratitude from patients or relatives may be accepted where refusal is likely to cause offence to the donor. In any case you must seek the advice of your manager. Under no circumstances should monetary gifts be accepted. It is also agreed that you will not offer any benefit whether financial or in kind to any other party (other than promotional items approved by the Trust or host)</p>
<p>Staff ID and personal appearance</p>	<p>You will be required to comply with the host's procedures in respect of uniform/dress/badges.</p>
<p>Other employment</p>	<p>You are advised not to engage in other employment that may conflict with your secondment or be detrimental to it. You must inform your host line manger if you think you may be risking conflict of interest in this area</p>
<p>Keeping in touch and return to work arrangements</p>	<p>The following arrangements will apply (<i>insert agreed arrangements</i>). At the end of your secondment there will be a debriefing meeting to evaluate the secondment and discuss arrangements for your return.</p>
<p>NHS Indemnity</p>	<p>During your period of secondment the Host takes direct responsibility for costs and damages arising from clinical negligence where the Host is vicariously liable for the acts and omissions of its staff. Indemnity does not cover any private work or "good Samaritan" acts you may undertake, whether or not this work is on the Host's premises, and you are advised to ensure you have professional liability cover before undertaking any such work. Indemnity does not apply to actions of an unprofessional or potentially criminal nature.</p>
<p>Special Conditions</p>	<p>le eligible for travel expenses</p>

Signed (on behalf of the Trust) **Date**.....

Name **Designation:**.....

Signed (on behalf of the Host) **Date**.....

Name **Designation**.....

I confirm I have received a copy of this document and agree to being seconded on the terms and conditions specified.

Signed (by the employee)..... **Date**

Name (capital letters)

Copies: Managers x 2, Seconded
Payroll, Personal File

Appendix 3 – Internal Secondment Agreement

Internal Secondment Agreement		
Personal Details of Secondee		
Name		
Job Title		
Department		
Division		
Pay Band	Contracted Hours	
Nature of Secondment		
Reason		
Post to which applicant will be seconded		
Department/Division		
Period of Secondment	From :	To:
Funding arrangements		
Please specify		
Replacement Monies		
Please specify		
Agreement/Conditions of Secondment		
<ul style="list-style-type: none"> • Applicant will return to substantive role after the secondment • Applicant will return to equivalent post on no less favourable terms <p>And</p> <ul style="list-style-type: none"> • The applicant has been informed where appropriate of the need to maintain their professional registration and to keep up to date with their professional registration needs 		

Appendix 4 – Document Control Sheet (Secondment Policy and Procedure)

This document control sheet, when presented to an approving committee, must be completed in full to provide assurance to the approving committee.

Document Type	Policy and Procedure on Secondments		
Document Purpose	The purpose of this policy is to provide guidance on the management of secondments and set out the principles to maximise the use of secondments throughout the Trust. It will ensure a consistent approach is taken and that all those concerned, understand the process, prior to entering into a secondment agreement.		
Consultation/Peer Review	Date:	Group/Individual	
<i>List in right hand columns consultation groups and dates - ></i>	22/09/2021	TCNC Policy Group	
	October 2021	ODG	
	October 2021	EMT	
Approving Committee:	EMT	Date of Approval:	13-Dec-21
Ratified at:	Trust Board	Date of Ratification:	26-Jan-22
Training Needs Analysis: <i>(please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)</i>	No training required	Financial Resource Impact:	None
Equality Impact Assessment Undertaken?	Yes [<input checked="" type="checkbox"/>]	No [<input type="checkbox"/>]	N/A [<input type="checkbox"/>] Rationale:
Publication and Dissemination	Intranet [<input type="checkbox"/>]	Internet [<input type="checkbox"/>]	Staff Email [<input type="checkbox"/>]
Master Version held by:	Author [<input type="checkbox"/>]	HealthAssure [<input type="checkbox"/>]	
Implementation:	Describe implementation plans below – to be delivered by author:		
Monitoring and Compliance:			

Document Change History:			
<i>Version Number/Name of procedural document this supersedes</i>	<i>Type of Change i.e. Review/Legislation</i>	<i>Date</i>	<i>Details of Change and approving group or Executive Lead (if done outside of the formal revision process)</i>
Secondment Guideline (G359)			
V1.0	New guideline	May-2006	Implemented December 2005,
V2.0	Reviewed	Oct 2012	Approved TCNC 13-sept-12
V3.0	Reviewed	June 2016	Reviewed Amendments made with inclusion of additional appendixes such as internal / external secondment agreement Approved TCNC 16 March 2017
Document complete re-write and changed to policy (HR-049) Secondment Policy and procedure			
V1.0	Transferred to policy	Dec-2021	Complete review and changed to policy. Approved at EMT 13-Dec-21 and ratified at Trust Board 26-Jan-22
V1.1	Reviewed	Jan 2023	P11 Maternity, Paternity and Family Leave, P11 Employee conduct and performance and P13 Conflict of interest. No fundamental changes. Approved by director sign-off.

Appendix 5 – Equality Impact Assessment (EIA) Toolkit

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document of Process or Service Name **Secondment Policy and procedure**
2. EIA Reviewer (name, job title, base and contact details) **Alison Meads**
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? **Policy**

Main Aims of the Document, Process or Service
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the proforma

Equality Target Group	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?	How have you arrived at the equality impact score?
1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment	Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)	a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people, Young people, Children, Early years	Low	There is no evidence that this protected characteristic is negatively affected by the implementation of this policy.
Disability	Where the impairment has a substantial and long-term adverse effect on the ability of the person to carry out their day-to-day activities: Sensory, Physical, Learning, Mental Health (and including cancer, HIV, multiple sclerosis)	Low	There is no evidence that this protected characteristic is negatively affected by the implementation of this policy.
Sex	Men/Male, Women/Female	Low	There is no evidence that this protected characteristic is negatively affected by the implementation of this policy.
Marriage/Civil Partnership		Low	There is no evidence that this protected characteristic is negatively affected by the implementation of this policy.
Pregnancy/Maternity		Low	There is no evidence that this protected characteristic is negatively affected by the implementation of this policy.
Race	Colour, Nationality, Ethnic/national origins	Low	There is no evidence that this protected characteristic is negatively affected by the implementation of this policy.

Religion or Belief	All Religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	There is no evidence that this protected characteristic is negatively affected by the implementation of this policy.
Sexual Orientation	Lesbian, Gay Men, Bisexual	Low	There is no evidence that this protected characteristic is negatively affected by the implementation of this policy.
Gender Reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	There is no evidence that this protected characteristic is negatively affected by the implementation of this policy.

Summary Please describe the main points/actions arising from your assessment that supports your decision above	
EIA Review	Alison Meads
Date Completed: 30/09/2021	Signature: A Meads