

## EQUALITY IMPACT ASSESSMENT TOOL

**Name:** Jill Down Head of Customer Affairs

**Policy/Service:** Patient & Public Engagement: Reimbursement of Expenses

### **Background**

- Description of the aims of the policy
- Context in which the policy operates
- Who was involved in the Equality Impact Assessment

This guidance sets out a “Trustwide” approach to meeting patient or carer’s expenses when supporting patient engagement and involvement activities within the Trust. The purpose of this guideline is to set out which members of the public can reclaim certain expenses when attending work groups, conferences and focus groups. This guideline excludes the reimbursement of volunteer expenses (which is outlined in the Code of Practice for Volunteers and Induction Booklet) and the public’s attendance at “open” public meetings and events.

### **Methodology**

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)
- The data sources and any other information used
- The consultation that was carried out (who, why and how?)

The policy equally effects all patients and carers who become involved in Trust engagement activities and seek reimbursement of their associated expenditure. The policy is based on the Department of Health guidance – “Reward & Recognition – The principles and practice of service user payment and reimbursement in health and social care” – which sets out good practice in this area.

### **Key Findings**

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups

In terms of meeting expenditure, the policy seems to ensure equal access to all patients / carers involved in engagement activities.

### **Conclusion**

- Provide a summary of the overall conclusions

The policy promotes equal access.

### **Recommendations**

- State recommended changes to the proposed policy as a result of the impact assessment
- Where it has not been possible to amend the policy, provide the detail of any actions that have been identified

Volume 1 Organisational & Finance	Section 1 Organisational	First Ratified Sept 2006	Reviewed March 2010	Issue 2	Page 5 of 7
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<ul style="list-style-type: none"> <li>Describe the plans for reviewing the assessment</li> </ul>
No recommendations.

### Guidance on Equalities Groups

<b>Race and Ethnic origin</b> (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)	<b>Religion or belief</b> (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)
<b>Disability</b> (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)	<b>Sexual orientation including lesbian, gay and bisexual people</b> (consider whether the policy/service promotes a culture of openness and takes account of individual needs)
<b>Gender</b> (consider care needs and employment issues, identify and remove or justify terms which are gender specific)	<b>Age</b> (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)
<b>Culture</b> (consider dietary requirements, family relationships and individual care needs)	<b>Social class</b> (consider ability to access services and information, for example, is information provided in plain English?)

If further assessment is required please see the Integrated Single Equality Scheme.

For advice in respect of answering the above questions, please contact Maria Crosbie, HR Manager, on extension 2552.

Volume 1 Organisational & Finance	Section 1 Organisational	First Ratified Sept 2006	Reviewed March 2010	Issue 2	Page 6 of 7
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