



**North Hampshire**  
Clinical Commissioning Group

# **Travel and Expenses Policy**

**HR/026/v1.00**

<b>Subject and version number of document:</b>	Travel and Expenses Policy
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<b>Operative date:</b>	1 April 2016
<b>Author:</b>	Human Resources, NHS South, Central and West Commissioning Support Unit
<b>Review date:</b>	January 2018
<b>For action by:</b>	This policy and procedure is for employees on Agenda for Change terms and conditions, Very Senior Managers (VSMs), Governing Body members, including Lay members and Clinical Leads.
<b>Policy statement:</b>	The purpose of this policy and procedure is to outline the rules set out for the reimbursement of travel and expenses that are necessarily incurred by any individual engaged on business approved by the CCG, or in the case of relocation, excess miles.
<b>Responsibility for dissemination to new staff:</b>	The policy will be published on the CCG website, the HR portal and promoted to staff via the CCG newsletter
<b>Training Implications:</b>	Line managers, at induction.
<b>Further details and additional copies available from:</b>	NHCCG Business Development Manager
<b>Equality Analysis Completed?</b>	This document includes a section about Equality Analysis (previously called Equality Impact Assessment), the aim being to encourage and support policy developers to demonstrate 'due regard' to the Equality Act 2010. This will be achieved if all new policies are assessed for equality impact at an early stage, and records kept of the equality analysis process and any actions identified.
<b>Consultation Process</b>	<ul style="list-style-type: none"> <li>• Executive Team</li> <li>• Equality Lead</li> <li>• Local Counter Fraud</li> <li>• Staff Forum/ Staff Side</li> <li>• Remuneration Committee</li> </ul>
<b>Approved by and date:</b>	NHCCG Remuneration Committee 8 January 2017
<b>Ratified by and date:</b>	NHCCG Governing Body 26 January 2017

**Intranet and Website Upload:**

Intranet	Electronic Document Library Location:	<i>Insert the location of the document on the intranet</i>
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**Amendments Summary:**

Amend No	Issued	Page(s)	Subject	Action Date
1		Page 6	Section 3.1 amended to include reference to Lay Members' mileage.	
2		Page 7	Section 4 amended to reflect the introduction of e-expenses and clarification regarding overnight accommodation.	
3		Page 8 - 9	Sections 6.1 and 6.2 amended to reflect introduction of e-expenses.	
4		Page 9	Methods of Payment Section 6.3 amended to reflect the introduction of e-expenses.	
5		Page 9	Section 6.4 states manager's responsibility to check claims	
6		Page 15	Amend Appendix 4 to reflect the wording of Annex N in AfC Terms and Conditions of Employment and Section 18: Subsistence Allowances 18.3 & 18.4	
7		Page 11	Amend Appendix 1 to reflect up to date HRMC AMAP rates	
8		Page 12	Amend Appendix 1 - Relocation Expenses: Add reference to £16,000 limit.	

## CONTENTS

1.	POLICY STATEMENT	5
2.	PRINCIPLES	5
3.	EXPENSES	6
3.1	ELEGIBLE MILES	6
3.2	CAR ALLOWANCE	6
3.3	RESERVE RATE	6
3.4	MOTORCYCLE ALLOWANCE	6
3.5	PEDAL CYCLES	6
3.6	PASSENGER RATE	6
3.7	OTHER TRAVEL ALLOWANCES	6
3.8	TRAINING COURSES/CONFERENCES/EVENTS	6
3.9	EXCESS MILEAGE	6
3.10	BULKY EQUIPMENT	7
3.11	PUBLIC TRANSPORT COSTS	7
4.	SUBSISTANCE	7
4.1	ARRANGEMENTS FOR RAIL, AIR & OVERNIGHT ACCOMMODATION	7
5.	OTHER EXPENSES	8
5.1	RELOCATION EXPENSES	8
5.2	REIMBURSEMENT OF SUNDRY EXPENSES	8
6.	PROCEDURE	8
6.1	TRAVEL AND EXPENSES CLAIMS	8
6.2	METHODS OF PAYMENT	9
6.3	EXPENSES CLAIMS AND EVIDENCE	9
6.4	AUTHORISATION	9
6.5	EXEMPTIONS	9
7.	EQUALITY STATEMENT	9
8.	MONITORING AND REVIEW	10
9.	ASSOCIATED DOCUMENTATION	10

## APPENDICES

Appendix 1	Tax and National Insurance Liabilities	11
Appendix 2	Mileage Rates	13
Appendix 3	Subsistence Rates	14
Appendix 4	Registration Form Checklist	15
Appendix 5	Guidance for Driving License Checks	16
Appendix 6	Equality Impact Assessment	17

## 1. POLICY STATEMENT

Travel is an integral part of the work of many of our staff and it is right that expenses incurred in travelling and other appropriate work related business should be reimbursed.

Sections 17 & 18 of the Agenda for Change NHS Terms & Conditions of Service Handbook provides for the reimbursement of staff for mileage allowances and subsistence costs. To view the Agenda for Change NHS Terms & Conditions of Service Handbook go to the NHS Employers web site at [www.nhsemployers.org](http://www.nhsemployers.org) and look for the terms of conditions handbook.

The purpose of this policy is to provide:

- A structured framework to claiming travel and other expenses
- Practical guidance to staff and managers on process and procedure
- To ensure that expenses are claimed in a consistent, accurate and timely way with due regard for avoiding unnecessary costs.
- Guidance on mileage allowance

This policy and procedure is for employees on Agenda for Change terms and conditions, Very Senior Managers (VSMs), Governing Body members, including Lay members and Clinical Leads. It does not cover members of staff that are not on the Organisation's ESR Payroll.

## 2. PRINCIPLES

- 2.1 The purpose of this policy and procedure is to outline the rules set out for the reimbursement of travel and expenses that are necessarily incurred by any individual engaged on business approved by the CCG, or in the case of relocation, excess miles. Mileage and expenses will be claimed by staff using the E-Expenses system from 1 November 2016.
- 2.2 The primary purpose of travel and subsistence allowances is to reimburse the necessary costs of meals, accommodation and travel arising as a result of official duties away from home.
- 2.3 The rates and conditions are, where appropriate, those set out in the NHS Terms and Conditions of Service Handbook.
- 2.5 Any abuse of this policy will be investigated and may result in disciplinary action being taken. It will also be reported to, and investigated by, the Local Fraud and Security Management specialist and may result in criminal proceedings being commenced.
- 2.6 Travel and expenses claims are subject to Tax and National Insurance Liabilities as detailed in Appendix 1.
- 2.7 All staff when claiming travel expenses will be required to declare that they meet the necessary requirements to use their car for business purposes. The employer has a duty of care to employees to ensure that tax, license, insurance (to include business travel) and MOT are all in date and compliant with legal requirements. Staff claiming travel expenses must routinely make this available to managers for recording on the system.

### **3. EXPENSES**

#### **3.1 ELIGIBLE MILES**

Staff will be reimbursed for miles travelled in the performance of their duties for the CCG which are in excess of the home to agreed work base return journey. Eligible miles are normally those travelled from the agreed work base and return. The mileage claimed for any day is the total mileage travelled for all journeys (including journeys to and from the base office), less the individual's home to office and return mileage

Lay members/ clinical leads can claim for total mileage from home to base / base to home.

#### **3.2 CAR ALLOWANCE**

All car mileage will be reimbursed at one of two Standard Rates for car drivers registered with the organisation regardless of the vehicle size. The mileage rate is dependent on car usage (see Appendix 3) and will be automatically calculated.

#### **3.3 RESERVE RATE**

Any member of staff who does not register their vehicle with the organisation will be reimbursed at the Reserve Rate for any mileage claimed. The reserve rate is also implemented for specific reasons for travel such as – excess mileage due to NHS merger or organisational change, temporary moves or secondment, attending training courses or for call out.

#### **3.4 MOTORCYCLE ALLOWANCE**

Members of staff using a motorcycle for official journeys will be reimbursed a mileage rate as set out in Appendix 3

#### **3.5 PEDAL CYCLES**

Members of staff using a pedal cycle for official journeys will be reimbursed a mileage rate as set out in Appendix 3

#### **3.6 PASSENGER RATE**

When members of staff travel together on organisational business and separate claims would otherwise be made, the driver may claim a passenger allowance as set out in Appendix 3. The name and designation of all passengers must be shown on the claim form. Passenger allowance is not payable to lease car drivers.

#### **3.7 OTHER TRAVEL ALLOWANCES**

Staff will be reimbursed the reasonable parking, garage, toll and ferry costs when on organisational business on production of a valid receipt. By exception, claims may be made where receipts are not available.

#### **3.8 TRAINING COURSES/CONFERENCES/EVENTS**

All employees attending manager approved training courses, conferences or events are eligible to claim mileage over and above home to work mileage on the Standard rate. All employees attending training courses which are desirable to the employee and where time away from work to attend (not holiday) is authorised by managers are eligible to claim mileage over and above home to work mileage on the reserve rate.

### **3.9 EXCESS MILEAGE**

Where there is a compulsory requirement for an employee to change their base of work on a temporary or permanent basis e.g. a merger of NHS employers, acceptance of another post as an alternative to redundancy, change of work base, the employee may be reimbursed their extra daily travelling expenses for a period of four years from the date of transfer. Mileage will be reimbursed at the reserve rate or through the submission of receipts for the cost of public transport. To authorise excess mileage managers must complete a Change of Assignment form (available on the ConSultHR portal) and Excess Mileage Authorisation Claim Form and submit to ConSultHR for processing.

If a member of staff who is claiming excess travel subsequently moves home they must complete a new Change of Assignment Form in order that the new mileages may be calculated and adjusted accordingly.

Managers are responsible for ensuring correct action is taken to cease the excess mileage payment at the end of the period.

### **3.10 BULKY EQUIPMENT**

Where, at the requirement of the employer an employee carries heavy or bulky equipment in a private car, an allowance at the rate specified in Appendix 3 for journeys on which the equipment is carried. (The equipment must be either of a weight that is unreasonable to be carried or alter the seating capacity of the vehicle).

### **3.11 PUBLIC TRANSPORT COSTS**

If an employee uses public transport for business purposes the cost of bus fares and standard rail fares will be reimbursed. Claims for First class rail travel are not normally permitted.

## **4. SUBSISTENCE**

Any member of staff who is required to be away from home for business purposes may claim for additional costs that are incurred, up to the limits set by the organisation and following agreement in advance from their line manager. This does not include incidences where you may be in and around partner organisations as part of your routine work. Refer to Appendix 4 for maximum reimbursement limits. Claims will only be authorised if they are submitted on line using the E-expenses system supported by scanned copies of original receipts but these payments will be subject to income tax deductions. The organisation will not pay for the cost of any alcoholic beverages.

The cost of up to two further day time meals may be reimbursed in any 24 hours (where these are not provided at the venue), up to the maximum of the appropriate meals allowance as detailed in Appendix 4.

### **4.1 ARRANGEMENTS FOR RAIL, AIR & OVERNIGHT ACCOMMODATION (EMPLOYED STAFF)**

All tickets should always be procured as economically as possible.

If a member of staff stays overnight in a hotel, or other similar accommodation, for business purposes that have been approved by their manager, the overnight costs for bed and breakfast will be reimbursed up to the limits set by the organisation. In exceptional circumstances where accommodation is not available within the agreed limit, the employee should seek the most competitive rates and ensure these are approved by the line manager prior to the expenditure being incurred. Any claims that exceed the agreed limit must be clearly noted to show that prior approval has been given.

## **5. OTHER EXPENSES**

### **5.1 RELOCATION EXPENSES**

Please refer to the CCG Relocation Policy and Procedure.

### **5.2 REIMBURSEMENT OF SUNDRY EXPENSES**

In exceptional circumstances it may be necessary for a member of staff to purchase sundry items which may be required in order to carry out their duties. The budget manager must give prior approval for all such expenditure and original receipts must accompany the claim for reimbursement. The organisation would not expect sundry items to be purchased if they could be obtained through the normal purchasing procedure.

## **6. PROCEDURE**

### **6.1 TRAVEL AND EXPENSES ON-LINE CLAIMS**

The NHS has a duty of care obligation to all of its employees. To ensure compliance of this duty of care and to make sure this obligation is fulfilled, all employees who are required to use their own vehicle and/ or wish to claim for expenses for business purposes will have to provide the following documentation, details of which will be stored within the E-Expenses system.

- Driving Licence (photo card)
- Car Insurance – to include business insurance
- Car Tax – Online confirmation
- MOT/vehicle registration form – Copy of certificate or copy of online/electronic certificate

Once submitted the documents are to be kept up to date at all times by employees. The system will remind staff when documents are due to expire so the system can be updated.

Employees are expected to report any material changes e.g. endorsements on their licence, change of insurer as they occur.

The organisation forbids the use of handheld mobile phones and asks employees to refrain from using even hands-free mobile phone sets whilst driving.

Mileage claims will be rejected by the system if any or all of the documents are out of date. Managers, in approving the payments, are confirming that they have had sight of the documents and that they are valid.

## **6.2 METHODS OF PAYMENT**

Expenses payments will be made monthly with salary payments. All completed claims should be submitted on-line using the e-expenses system on the 3rd working day of the month for payment in the next month's salary. Payment will be withheld or delayed if the necessary documentation is not completed and recorded on the system and appropriate procedure followed.

It is the manager's/budget holder's responsibility to ensure that staff are made aware of the correct procedure to follow for the claiming of expenses.

All claims should be made within three months of the expense taking place. Failure to do so may result in the claim being forfeited. The Chief Finance Officer will make a decision based on the facts available and their decision shall be final.

Expenses payments will only be authorised if they are submitted on-line using the E-expenses system supported by scanned copies of original receipts (except for mileage).

Employees will need to retain the original receipts for six years for income tax purposes.

Only claims signed off by an authorising manager via the on-line e-expenses system will be processed for payment.

## **6.3 EXPENSES CLAIMS AND EVIDENCE**

Expenses payments will only be authorised if they supported by original receipts (except for mileage).

## **6.4 AUTHORISATION**

Only claims signed off by an authorising manager will be processed for payment. In authorising claims managers must assure themselves that journeys claimed were appropriate and actually occurred.

## **6.5 EXEMPTIONS**

There will be no reimbursement of

- Parking fines
- Speeding fines
- a contribution towards vehicle running costs or additional personal motoring costs, (the mileage allowance is set at a level to include this)

## **7. EQUALITY STATEMENT**

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

## **8. MONITORING AND REVIEW**

This policy is subject to frequent review in line with Agenda for Change NHS Terms and Conditions of Service in line with the publication of the AA Guides indicating motoring costs. Amendments to mileage allowances will only take place if rates increase or decrease by 5%.

In addition the policy and procedure will be reviewed periodically by Human Resources in conjunction with the CCG via normal policy review procedures. Where review is necessary due to legislative change, this will happen immediately.

## **9. ASSOCIATED DOCUMENTATION**

- Concerns and Whistleblowing Policy
- Agenda for Change Handbook
- Relocation Policy and Procedure

## Appendix 1 - Tax and National Insurance Liabilities

For details of HM Revenue and Customs guide to personal Taxable Allowances and Rates  
[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Mileage reimbursement is a 'payment' from your employer that can be subject to tax and national insurance deductions on the whole amount. However if the payment is clearly for costs incurred in the performance of an employee's duties then tax relief can be obtained.

If you are reimbursed for travel that is not considered to have been undertaken in the course of an employee's duties, then there will be no tax relief available and the full amount will be considered as income and subject to tax and national insurance accordingly.

HMRC operate an Approved Mileage Allowance Payment (AMAP) which enables tax free reimbursement. Table 1 below provides information for the tax year 2014/15 as an example for guidance only as these may be revised at any time dependent on government policy.

The total miles travelled, regardless of the rate at which they are reimbursed, will be reported to the Inland Revenue at the end of the financial year in order that taxable benefit can be calculated. The taxable benefit will feature on each employee's P11D if you are not covered under the taxed at source arrangement.

Table 1 – AMAP rates

Type of vehicle	Tax year 2016/ 17
Cars up to 10,000 miles	45p per mile
Cars over 10,000 miles	25p per mile
Motorcycle	24p per mile
Bicycle	20p per mile

Any queries relating to your tax position should be directed to your local tax office.

Type of payment	Tax liability	National Insurance liability
Business Miles	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your employing organisation.	Deducted on profit element of mileage
Reserve Rate	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your employing organisation.	Deducted on profit element of mileage

NHCCG Travel and Expenses Policy HR/026/V1.00 FINAL

Approved: 08.01.2017 Ratified: 26.01.2017 Review due: January 2018

Type of payment	Tax liability	National Insurance liability
Excess travel	<p>If the change of base is permanent there is a liability for tax which will be deducted from pay.</p> <p>There is no liability if the change is temporary for less than 24 months.</p>	As with tax
Passengers	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your employing organisation.	No liability
Pedal Cycles	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your employing organisation.	No liability
Course/Study Travel (now Reserve Rate)	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your employing organisation.	No liability
Home to base travel	There is a liability for tax which will be deducted from pay.	As with tax
Other travelling expenses eg parking, toll charges	Provided that these are supported by receipts there is no tax liability	As with tax
Subsistence and other reimbursements	Provided that the expense is receipted and is a reimbursement of amounts actually paid, there is no tax liability	As with tax
Relocation Expenses	NHCCG will reimburse the employee with approved relocation expenses subject to a maximum of £16,000. Up to £8,000 of this is tax free provided that expenditure falls within the categories set out in the Inland Revenue Regulations.	As with tax

## Appendix 2 – Mileage Rates

Rates will be reviewed nationally twice a year April/ May (to match release of AA Guides) and again in November. Should rate calculation amend mileage costs either up or down by 5% this will be amended to affect mileage claims from July onwards (after April/May) or January (following November)

A summary of the changes to mileage allowances, which apply to business journeys made, can be viewed on the Agenda for Change website, section 17 - Mileage Allowances.

Please use the following URL link to access the correct web page:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/nhs-terms-and-conditions/nhs-terms-and-conditions-of-service-handbook/mileage-allowances>

**Appendix 3 - Subsistence rates (extracted from Annex N and Sections 18.3 and 18.4 of the NHS national Agenda for Change Terms and Conditions of Employment as specified below)**

1. Night allowances: first 30 nights - Actual receipted cost of bed and breakfast up to a maximum of £55.
2. Night allowances in non-commercial accommodation - Per 24 hour period: £25.00
3. Night allowances: after first 30 nights
  - Married employees and employees with responsibilities equivalent to those of married employees - maximum amount payable: £35.00
  - Employees without responsibilities equivalent to those of married employees and those staying in non-commercial accommodation - maximum amount payable: £25.00
4. Day meals subsistence allowances
  - Lunch allowance (more than five hours away from base, including the lunchtime period between 12:00 pm to 2:00 pm) £5.00
  - Evening meal allowance (more than ten hours away from base and return after 7:00 pm) £15.00
5. Incidental expenses allowance (this allowance is subject to a tax liability) – Per 24 hour period: £4.20
6. Late night duties allowance (this allowance is subject to a tax liability) – Per 24 hour period: £3.25

**Short overnight stays in hotels, guesthouses and commercial accommodation**

18.3 When an employee stays overnight in a hotel, guesthouse, or other commercial accommodation with the agreement of the employer, the overnight costs will be reimbursed as follows:

- the actual, receipted cost of bed and breakfast, up to the normal maximum limit set out in Annex N; plus
- a meals allowance, to cover the cost of a main evening meal and one other day-time meal, at the rate set out in Annex N.

18.4 Where the maximum limit is exceeded for genuine business reasons (e.g. the choice of hotel was not within the employee's control or cheaper hotels were fully booked) additional assistance may be granted at the discretion of the employer.

Before incurring costs, agreement from line management must be confirmed.

## Appendix 4 Registration form checklist

All employees required to use their own vehicle for business purposes will have to provide the following documentation which will be copied and added to the employee's personal file. The documents must be kept up to date at all times. (Travel and Expenses Policy Para 6.1)

The employee shall produce documents for the line manager to scrutinise and record the relevant details. A new form shall be completed as documents are renewed e.g. insurance

<b>Employees Name:</b>	<b>CCG:</b>	
<b>Vehicle Make &amp; Model</b>	<b>Engine size</b>	<b>Registration Number</b>
	<b>Effective date and expiry date (where applicable)</b>	<b>Manager name and date seen</b>
<b>Driving Licence (Date Seen) (DVLA check code and photo card)</b>		
<b>Car Insurance (Valid to date) - To include business use.</b>		
<b>Car Tax** (Valid to date)</b>		
<b>MOT** (Valid to date)</b>		

\*\*Physical (paper) copies of the Road Fund Licence (Tax disc) and MoT test certificates are no longer issued. There is a Website that will show whether a vehicle has a valid and in date Road Fund Licence and MoT test;

<https://www.vehicleenquiry.service.gov.uk/>

Physical checks can only be made of the documents that have been presented. The employee has an obligation to provide a genuine document when presenting to their Line Manager. If any doubt exists, there is a website that can be used to do a check on a driving licence;

<http://www.licencebureau.co.uk/>

Once completed and signed off, please save a copy locally and send an electronic copy to ConSultHR using the following email account;

[workforce.scwcsu@nhs.net](mailto:workforce.scwcsu@nhs.net)

This form shall be stored in the employee's personal file.

NHCCG Travel and Expenses Policy HR/026/V1.00 FINAL

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## Appendix 5 Guidance for Driving Licence checks

All employees required to use their own vehicle for business purposes will have to provide evidence to their Manager on an annual basis in order to claim travel expenses.

The paper counterpart to the photocard driving licence was abolished on 8<sup>th</sup> June 2015, so how you view your licence information has changed. The purpose of this article is to provide guidance to staff and managers who are required to carry out these checks.

Employees can simply print or save a copy of the information.

Alternatively, you can share your driving licence information using the government's web based service. This allows you to create a 'check code' that you can give to your manager or the person that needs to view your details.

The code lasts for up to 21 days, and can only be used once. You can have up to 15 different codes at once.

You can also give permission to share your details by phone.

The person who you create a 'check code' for can see:

- what vehicles you can drive
- how many penalty points you have, if any
- when your licence runs to

For further information or to check a driving licence visit <https://www.gov.uk/view-driving-licence>

## Appendix 6: CCG Equality Analysis

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### 1. What's it about? **Travel and Expenses Policy**

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What is the Proposal? What outcomes/ benefits are you hoping to achieve?

The purpose of this policy and procedure is to outline the rules set out for the reimbursement of travel and expenses that are necessarily incurred by any individual engaged on business approved by the CCG, or in the case of relocation, excess miles.

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Who's it for?

This policy will be applied to all CCG employees

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How will this policy meet the equality duties?

It is understood that no employee will receive less favourable treatment on the grounds of disability, age, sex, race, religion or belief, gender identity, pregnancy or maternity, marriage or civil partnership, sexual orientation, working patterns, or, trade union membership or non-membership, in relation to the application of this policy.

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What are the barriers to meeting this potential?

Preferential treatment through conscious or unconscious bias in the implementation of this policy

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### 2. Who is using it?

This policy is accessible for use to all employees. Line managers are expected to apply this policy fairly and consistently.

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What data/ evidence do you have about who is or could be affected (e.g. equality monitoring, customer feedback, current service use, national/regional/local trends)

The workforce profile data for this CCG is stored in the secure electronic staff records (ESR) system, and where employees choose not to declare this information they are given additional opportunities to do so through the annual staff survey and self-service.

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How can you involve customers in developing the proposal?

HR Policies are discussed and ratified via the Hampshire CCG Partnership forum and submitted to CCG internal governance committees for final approval.

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Who is missing? Do you need to fill any gaps in your data?

The workforce profile data for this CCG reveals a high return rate for employees declaring their age, sex, race, religion and marital status. However, there are gaps in the data as only a very small proportion of the workforce has declared a disability and sexual orientation. This has been identified as a gap in the data and the CCG will take mitigating action to improve monitoring returns for these groups.

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### 3. Impact

Using the information in parts 1 and 2 does the policy:

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A) Create an adverse impact which may affect some groups or individuals. Is it clear what this is? How can this be mitigated or justified?

No adverse impacts have been identified from the policy. -

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What can be done to change this impact?

Not applicable.

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B) Create benefit for a particular group. Is it clear what this is? Can you maximise the benefits for other groups?

No benefits for particular equality groups have currently been identified but if the monitoring data shows variation in the application of this policy then reasonable steps will be taken to ensure that the policy continues to operate fairly for employees.

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Does further consultation need to be done? How will assumptions made in this analysis be tested?

No further consultation required as this policy supports NHS Agenda for Change agreed standards. Review may be undertaken if necessitated as a result of the review of monitoring information to show that the policy was being applied inconsistently in practice.

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### 4. So what?

What changes have you made in the course of this EA?

No changes have been made to this policy during the course of this EA but mitigating action will be taken if the application of policy shows up unfair variations.

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What will you do now and what will be included in future planning?

The effectiveness of this policy will be monitored by the HR team to ensure that correct procedures are followed.

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When will this be reviewed?

This policy will be reviewed annually in April and automatically in the event of new legislation. It may also be reviewed at any time at the request of either staff side or the CCG.

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How will success be measured?

Policy monitoring and review will identify any negative impacts.

For the Record	
Name of person leading this EA:	Aneta Sanders, HR Manager
Date Completed:	1 June 2016
Name of people involved in consideration of this Impact:	Claire Pond Equality Lead Aneta Sanders HR Manager