



Equality Impact Assessment

What is an Equality Impact Assessment (EIA) and why does the County Council do them?

The [Public Sector Equality Duty](#) (PSED) is an obligation within the [Equality Act 2010](#) ("the Act"), which asks public authorities, like Hampshire County Council, to give 'due regard' to equality considerations, in particular to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This includes assessing the impact of policies and practices on individuals and communities with a protected characteristic, as defined in the Act and some other specific groups. The County Council uses EIAs to ensure it has paid 'due regard' to equalities considerations when there are changes to a service or policy, a new project or certain decisions.

EIA author	Position & Department	Contact
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Title:	Hampshire Care Support Services (HCSS) Amenities Fund Procedure
Related EIAs:	None

EIA for Savings Programme:	No
Service affected	Hampshire Care and Support Services (HCSS)
Description of the service/policy/project/project phase	<p>The amenities fund can be defined by: Funds raised by activities and events, proceeds of which sit within a units amenities account. Use of those monies thereafter is for the benefit of residents and service users connected to that service. The use of the monies is approved via a residents/service users committee to decide how best to benefit those or enhance the service. There is a required need for the service change as the HCSS Amenities Fund procedure is outdated and has not been updated since 2014. The benefits of the updated amenities procedure will provide HCSS with more flexibility due to embedding of digital services, greater clarity to roles and responsibilities to staff and a more robust system of receiving incoming funds for individuals. Following on from a limited assurance thematic audit on fundraising and amenities accounts and the imminent closure of 4 Natwest banks it was agreed that the Customer and Providers Interactions team would develop guidance and governance around the management of amenities and fundraising accounts in Hampshire Care and Support Services.</p>
New/changed service/policy/project	<ul style="list-style-type: none"> • Updated Hampshire Care Support Services amenities account procedure, embedding both digital and cash options on site. • An amenity account voucher should be completed for all payments made, whether by cash or cheque. Process regarding cheque books and cash needs reviewing due to moving to online donations, banking etc. • All income received whether by cash or cheque must be receipted. Process to be reviewed to explore the possibility of issuing electronic receipts. • An inventory of items purchased through the amenity account must be maintained. There is not currently a system in place so this will require implementing. • Identify opportunities for use of P-cards and bank accounts as opposed to cash on-site (taken from comments on 2014 procedure) • Individuals in residential homes require access to cash, which is usually brought in by a family member. The process requires updating for bank transfers to be the primary and most common way of transferring money to individuals. • Amenity Account recharges (Items bought by Hampshire County Council) – would be beneficial to use a P-Card as opposed to cost centre. • A cheque can be drawn from the amenity account for the total sum of the order and banked through IBC to gl code '7203' –

would be beneficial to use a P-Card as opposed to GL code/cheque. • Cashing personal cheques – ‘The cash must be entered onto the resident’s card (T95 card) and the entry signed by the resident or by two members of staff where the resident is not able to sign themselves. The cash must then be put in the resident’s personal envelope in the safe.’ – process would need to remain but for bank transfers into residents account as opposed to physical cash. Establish clear Roles and Responsibilities, Governance and Reporting • Roles and Responsibilities require defining and should be consistent across all HCSS units.

Engagement

The digitalisation of the financial processes will allow residents to have easier access to their accounts and will provide more security in terms of safety of the location and access to funds. Previously residents have had to rely on families/ carers to have access to their money if the cash could not be held securely within the services. This has meant that residents may have experienced a delay in purchasing items that were required such as toiletries (if a new admission) as the service would have had to contact family/carers and wait for them to be able to physically visit a service and deposit the money. This new process will ensure that there are consistent governance structures through all services across HCC Care and Support and this will lead to a clear induction/ and handover process for new admin staff. All Managers, Admin and Senior Management will be trained in the new process to again provide consistency.

Clear corporate guidance and governance will provide staff within services with a clear process to follow and ensure that the management of all finances are secure and well governed. The process will also support new admin staff that are inducted into services. All staff will be accountable. SMT and Managers will have a clear framework of roles and responsibilities. The digitalisation of services will ensure that the process is accessible for all.

Equalities considerations - Impact Assessment

Age

Impact on public	Positive
Impact on staff	Positive

Rationale	The improvements in processes related to the amenity fund is likely to improve access and use the funding to the benefit of care home residents and service users. Due to the age of residents in care homes the impact has been assessed as positive for this characteristic.
Mitigation	

Disability

Impact on public	Positive
Impact on staff	Neutral
Rationale	The improvements in processes related to the amenity fund is likely to improve access and use the funding to the benefit of care home residents and service users. Care home residents are likely to be disabled, the impact on this characteristic has therefore been assessed as positive.
Mitigation	

Gender Reassignment

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There is no disproportionate impact on Gender Reassignment identified. The impact is therefore assessed as neutral.

Mitigation	
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Pregnancy and Maternity

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There is no disproportionate impact on Pregnancy & Maternity identified. The impact is therefore assessed as neutral.
Mitigation	

Race

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There is no disproportionate impact on Race identified. The impact is therefore assessed as neutral.
Mitigation	

Religion or Belief

Impact on public	Neutral
Impact on staff	Neutral

Rationale	There is no disproportionate impact on Religion or Belief identified. The impact is therefore assessed as neutral.
Mitigation	

Sex

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There is no disproportionate impact on Sex identified. The impact is therefore assessed as neutral.
Mitigation	

Sexual Orientation

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There is no disproportionate impact on Sexual Orientation identified. The impact is therefore assessed as neutral.
Mitigation	

Marriage and Civil Partnership

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There is no disproportionate impact on Marriage & Civil Partnership identified. The impact is therefore assessed as neutral.
Mitigation	

Poverty

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There is no disproportionate impact on Poverty identified. The impact is therefore assessed as neutral.
Mitigation	

Rurality

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There is no disproportionate impact on Rurality identified. The impact is therefore assessed as neutral.

Mitigation	
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Geographical Impact:All Hampshire

Equality Statement

Additional information:

There will be no impact on the residents/service users on any of the Impact Assessment characteristics.

Overview Statement:

A summary assessment to show that due regard to the Public Sector Equality Duty has been paid, which is undertaken when a full EIA is not needed:

EIA reference number: 00668

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