



Equality Impact: Screening and Assessment Form

Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.	
a. Name of policy or practice (list also any linked policies or decisions)	Cash Management Policy
b. Name of department	Finance department
c. Name of Lead	Anne Marie Gregory
d. Equality Impact Assessment Team [names, job roles]	Melanie Barnes, Project Accountant, Finance department Katrina Artigue, Management Accountant, Finance department Walid Hussain, Finance Officer, Finance department Emma Stewart, Finance Trainee, Finance department
e. Date of assessment	12 February 2017
f. Who are the main target groups / who will be affected by the policy?	Scottish Ambulance Service Budget Holders, the Finance department, suppliers, the general public and the Scottish Government
g. What are the intended outcomes / purpose of the policy?	Ensure that cash resource is managed effectively so the Scottish Ambulance Service can meet all its financial obligations without interruption.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes
If yes to any of the three needs complete all sections of the form (2- 7) If no to all of the three needs provide brief detail as to why this is the case and complete only section 7 If don't know: complete sections 2 and 3 to help assess relevance	Potential to foster good relations and advance equality with particular reference to those on lower incomes – volunteers and smaller suppliers

Section 2: Evidence, consultation and involvement Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.			
a. Previous consultation / involvement with community, including individuals or groups or staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics			
Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
Consultation with Cashier department	17/01/2017	There is no distinction made in the policy from any particular groups.	Age Disability Gender reassignment Gender / sex Marriage / civil partnership * Pregnancy / maternity Race Religion / belief Sexual orientation Cross cutting - e.g. health inequalities - people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other?

	Available evidence
b. Research and relevant information	Order to Cash Focus Group
c. Knowledge of policy lead	Consultation with department manager and team leader
d. Equality monitoring information -- including service and employee information	Actual spend monitored against forecasted spend.
e. Feedback from service users, partner or other organisations as relevant	Order to Cash Focus Group
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	No
Gaps identified	
Measure to address these; give brief details. Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	

Section 3: Analysis of positive and negative impacts			
Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations			
Protected characteristics	i. Eliminating discrimination	ii. Advancing equality of opportunity	iii. Fostering good relations
Age	There are no impacts which have been identified		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Disability	There are no impacts which have been identified		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Gender reassignment	There are no impacts which have been identified		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Gender / sex	There are no impacts which have been identified		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Marriage / civil partnership	There are no impacts which have been identified		
Positive impacts			

Negative impacts	
Opportunities to enhance equality	
Pregnancy / maternity	There are no impacts which have been identified
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Race	There are no impacts which have been identified
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Religion / belief	There are no impacts which have been identified
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Sexual orientation	There are no impacts which have been identified
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy,	Listed below.

are homeless or those who live in rural areas. Other	
Positive impacts	There may be a positive impact on volunteers and suppliers as adherence to the policy ensures the Service has sufficient cash flow to make payments due.
Negative impacts	
Opportunities to enhance equality	No specific opportunities identified. The availability of the published document may increase awareness, however this in itself will not enhance equality.
Note: specific actions relating to these measures can be listed at section 5	

Section 4: Addressing impacts	
Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan	
	Reasons
a. No major change - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	The only identified impacts of the policy are positive ones which would advance equality. Therefore there is no requirement to adjust the policy.
b. Adjust the policy – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. Continue the development and implementation of the policy without adjustments – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these	

<p>should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	
<p>d. Stop and remove the policy - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	

Section 5: Action plan Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation					
Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
Communications	Publish policy on the external website.	External interested users of the Service can access the document	Project Lead Comms Lead	Ongoing	People on low income – suppliers or volunteers
* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc					

Section 6: Monitoring and review Please detail the arrangements for review and monitoring of the policy	
	Details
a. How will the policy be monitored? Provide dates as appropriate	Annually or on the implementation of any new finance procedures.
b. What equalities monitoring will be put in place?	Actual spend will be monitored against forecasted spend.
c. When will the policy be reviewed? Provide a review date.	June 2018

Section 7: Sign off Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
Anne Marie Gregory	Financial Services Manager		14 February 2017
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent	19 May 2017		