



Trust Funds – A Guide

This procedural document supersedes: CORP/FIN 2 v.3 – Trust Funds – A Guide



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Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 4	12 January 2015	<ul style="list-style-type: none"> • Change to new format and item numbering throughout. • References throughout to Director of Finance, Information & Procurement amended to Director of Finance and Infrastructure. • References throughout to Director of Human Resources amended to Director of People and Organisational Development. • References throughout to CSU amended to Clinical Care Group (CCG). • Reference to Charities Act 2006 amended to Charities Act 2011. • Clarification that the guide only covers internal trust funds and that external charities require permission before fund-raising on Trust premises. • Added that all fundholders should aim to spend 20% of their fund's opening balance each financial year. • Added that CCG management teams should bi-annually review how the trust funds in their areas are being used and consider the possibility of consolidating funds where appropriate, paying particular attention to dormant funds. 	Robert Paskell
Version 3	September 2011	<ul style="list-style-type: none"> • References throughout to Director of Finance and Commissioning amended to Director of Finance, Information & Procurement; • References throughout to Directorate's amended to CSU's; • 11 - Retirement Gifts – authorisation changed to Director of Human Resources or Director of Finance, Information & Procurement. 	Robert Paskell

Version 2	December 2008	<ul style="list-style-type: none">• Amendment form and contents sheet added.• Minor format changes and item numbering throughout.• Item 11 - Retirement Gifts - page 10 - paragraph 4 added’after checking with the company that they are happy to either invoice the Trust or receive payment by business cheque.’ Director of Operations job title changed to Director of Facilities and Commercial Development.	Ann Tovey
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1. INTRODUCTION

The Doncaster and Bassetlaw Hospitals NHS Foundation Trust is the Corporate Trustee of its charitable funds which are governed by the law applicable to Trusts, principally the Trustee Act 2000 and the Charities Act 2011. The charitable funds are held in over 200 internal trust funds.

2. PURPOSE

The purpose of this document is to briefly explain how internal trust funds are administered by the Finance Department, and to provide guidance on the running of individual funds.

This document outlines:

- Administration
- Setting Up a New Trust Fund
- Closing a Trust Fund
- Change of Authorised Signatories
- Paying Money into Trust Funds
- Payments Out of Trust Funds
- Purchases Administered on behalf of other Bodies
- Inter-fund Transfers

3. DUTIES AND RESPONSIBILITIES

3.1 Board of Directors

The Board of Directors acts as the corporate trustee for the charitable fund. It is responsible for ensuring that adequate arrangements are in place for the management and accounting of the fund in accordance with applicable charity law.

3.2 Charitable Fund Sub Committee and Fred and Ann Green Legacy Committee

The on-going management of the charitable funds is delegated by the Trust Board to two of its sub-committees, the Charitable Funds Sub-Committee and Fred and Ann Green Legacy Sub-Committee, both of which meet at regular intervals throughout the year and report directly to the Board.

The Charitable Fund Sub-Committee and Fred and Ann Green Legacy Sub-Committee manage the funds on behalf of the Trustee, and are required to:

- Control, manage and monitor the use of the fund's resources;
- Ensure that 'best practice' is followed in the conduct of all its affairs, fulfilling all of its legal responsibilities; and

- Keep the Board of Directors fully informed on the activity, performance and risks of the Charity.

The Charitable Fund Sub-Committee is also required to:

- Provide support, guidance and encouragement for all its income raising activities, whilst managing and monitoring the receipt of all income; and
- Ensure that the approved investment policy is adhered to and that performance is continually reviewed whilst being aware of ethical considerations.

3.3 Director of Finance and Infrastructure

The Director of Finance and Infrastructure shall maintain such accounts and records, including an investment register, as may be necessary to record and protect all transactions and funds of the Trust as trustees of funds held on trust.

3.4 Fundholders

Fundholders are responsible for ensuring:

- All legacies are notified to the Director of Finance and Infrastructure;
- All income is paid promptly into their funds;
- Expenditure is within the limitations of the fund;
- Aim to spend 20% of the fund's opening balance each year; and
- Regularly review funds.

3.5 Trust Fund Assistant

The Trust Fund Assistant is responsible for:

- Recording and reporting the day-to-day transactions on the funds;
- Monitoring compliance with policy;
- Advising fundholders; and
- Providing training on an 'as and when' required basis.

4. PROCEDURE

4.1 ADMINISTRATION

Doncaster and Bassetlaw Hospitals NHS Foundation Trust Charitable Fund (Registered Charity No. 1057917) was registered with the Charity Commission in April 2001 to hold funds for: -

“Any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by Doncaster and Bassetlaw Hospitals NHS Trust.”

Under this “Umbrella Charity” there are over 200 individual trust funds administered by the Finance Department. Each of these is identified by a unique five-digit code, although all monies are paid into/out of a single bank account.

As a registered Charity, trust funds are subject to the provisions of the Charities Acts 1993, as amended by the Charities Act 2011. The majority of trust funds are classified in law as Unrestricted Designated Funds of the main Umbrella Charity and do not require separate notification to the Charity Commission. However, where there is written evidence that a fund is held for a special purpose of the Umbrella Charity, details of this “Special Trust” are included in the Umbrella’s registered particulars. (Examples of Special Trusts are an appeal for a particular item of medical equipment or a bequest for a restricted purpose under the terms of a will).

Trust funds are accounted for using the Ethitec Computer System. This produces periodic statements, which are sent to the fundholders, showing receipts, payments and the closing balance on each fund plus details of any commitments. Ad hoc statements can be provided on request.

At the end of each financial year (31st March) statements are produced for all funds. For funds with an average balance of at least £50, these statements include an apportionment of the interest, dividends and administration charges which have accrued during the year, plus any profit or loss on the sale of trust fund investments.

Audited Annual Accounts and an Annual Report are produced for the Umbrella Charity and submitted to the Charity Commission.

Within the Finance department the main point of contact is Mrs. Ann Tovey Trust Fund Assistant, on extension 3908.

4.2 SETTING UP A NEW TRUST FUND

A trust fund can be created either on receipt of a donation or on the agreement of the Trustee to designate a sum of money from the Umbrella Charity for a particular purpose, however wherever possible monies should be paid into an existing fund.

Before a new fund can be accepted for administration by the Trust, its suitability to be managed as such should be assessed and approval obtained from the Trustee.

To qualify as valid charitable monies a fund must have an exclusively charitable purpose and must be for the public benefit. Further conditions apply if a fund is intended for research purposes. Guidance is available from the Finance Department.

The prospective fundholder should contact the Trust Fund Assistant, who, if the fund is deemed appropriate, will issue a Trust Fund Establishment Form (Appendix 1) to be completed in full by the fundholder and returned to the Finance Department. The form should state clearly the purpose of the fund and include specimen signatures for the fundholder and any other authorised signatories. Normally, funds should have a minimum of two and a maximum of three signatories.

If the fund requires notification to the charity commission as a Special Trust of the Umbrella Charity, copies of governing documents (e.g. wills, letters from donors, appeal literature) should be attached to the Establishment Form.

The new fund is then allocated a unique five-digit number and added to the computer system by the Trust Fund Assistant. The fundholder is informed of this number, which should be quoted on all correspondence, particularly when paying money into or requesting payment from the fund.

The completed Establishment Form and copies of any governing documents must be returned to the Finance department before the trust fund can be operated.

Statements are sent on a monthly, quarterly, six-monthly or annual basis at the option of the fundholder. Any queries on the statements should be notified to the Trust Fund Assistant.

4.3 CLOSING A TRUST FUND

The fundholder should send a letter to the Trust Fund Assistant requesting closure of the fund. The letter should state the trust fund number and where to apply any residue of the fund and be signed by the trust fund holder. The Trust Fund Assistant will obtain the approval of the Trustee and close the fund.

4.4 CHANGE OF AUTHORISED SIGNATORIES

If the fundholder or other authorised signatory leaves, or an additional signatory is required, for example, to cover for long-term sickness or maternity leave, a form should be obtained from the Trust Fund Assistant (Appendix 2). This must be signed by all the parties concerned, including the fundholder, and returned to the Finance Department.

The form should also be completed where a fundholder or signatory changes their name, so that an up-to-date list of specimen signatures can be maintained.

4.5 PAYING MONEY INTO TRUST FUNDS

4.5.1 In General

All cheques should be made payable to “Doncaster and Bassetlaw Hospitals NHS Foundation Trust Charitable Fund” (i.e. the name of the trust fund bank account). This can be followed by the trust fund number for additional clarification (for Finance Department purposes only).

Cheques made payable to individual trust funds may be rejected by the Bank. Where possible please ensure that donors are made aware of this.

All trust fund donations including those which may have been received on the ward or in the department should be paid into the Cashiers Office at DRI or the General Office at Montagu or Bassetlaw Hospitals quoting the name and number of the fund. If the money is from fund raising

or a legacy, this should also be stated so that the income can be identified separately in the annual accounts.

The Trust has a central system in place for acknowledging the receipt of donations, please ensure that you are able to give the name and address of the donor to the cashier at the time the money is paid in.

4.5.2 Legacies

All legacies must be notified to and dealt with by the Director of Finance and Infrastructure. According to the terms of the will, the bequest should be treated either as an addition to an existing fund or as a new fund, which should be notified to the Charity Commission if it creates a Special Trust.

4.5.3 Donations

If you are contacted by a prospective donor offering to donate equipment or the funds to purchase a specific piece of equipment, pass their details to the Communications Office who will acknowledge and deal with the offer.

Where donations are received the fundholder must ensure that they are aware of any specific wishes of the donor and that the funds are utilised appropriately in a timely manner.

If donors insist on purchasing equipment, the fundholder must ensure that the offer of the gift matches current Trust priorities, and that any items purchased are fully compatible with existing equipment, systems, safety and normal hospital procedures.

4.5.4 Fund-Raising

A separate procedure on fund-raising for internal funds has been produced by the Finance Department.

Permission needs be obtained from an Executive Director or hospital site manager before any fund-raising for an external charity takes place on Trust premises. Where this is in direct competition with internal trust funds the request is likely to be declined.

4.5.5 Invoicing

Certain types of trading are not permitted by the Charity Commission. Therefore their advice should be sought before such activity commences.

Where a ward or department provides an approved service with the intention that income received from it will be paid into a trust fund, a memo/letter should be sent to the Trust Fund Assistant who will raise a manual invoice. The trust fund invoicing system is separate from the Revenue Accounts Receivable system operated by the Income & Debtors Section of the Finance Department.

If the service is provided during normal working hours, using hospital equipment, by staff that are being paid as part of their normal contract, then the income receivable is more appropriately classified as Income Generation and should not be paid into trust funds.

4.6 PAYMENTS OUT OF TRUST FUNDS

Payments out of trust funds must be within the limitations of the particular fund, as outlined on each Establishment Form. All fundholders should aim to spend 20% of their fund's opening balance each financial year.

CCG management teams should bi-annually review how the trust funds in their areas are being used and consider the possibility of consolidating funds where appropriate, paying particular attention to dormant funds.

4.6.1 Ordering Goods Supplies

Items to be purchased from trust funds should follow the normal ordering procedure.

A requisition should be completed in duplicate for the items required, giving the following details: -

Required delivery date
Line number
Description of goods
Quantity
Price
Trust fund number

Where the trust fund holder or their nominee wishes to collect the goods in person, and the exact value is not known, the Supplies Department can raise a buying order up to a specified value.

The trust fund holder or other authorised signatory for that fund should then sign and date the requisition and forward the top copy to the Trust Fund Assistant in the Finance Department.

Requisitions for items of equipment must be counter signed by the Clinical Care Group's (CCG) General Manager to confirm that the equipment matches existing priorities, is fully compatible with existing equipment, systems, safety and normal hospital procedures and are aware that the revenue consequences of the purchase will be met by their CCG.

Trust fund and revenue budget purchases should be made on separate requisitions where possible.

The requisition is checked to ensure that it has been completed properly, the expenditure falls within the purpose of the fund and that there is enough money in the fund to cover the purchase. It is then counter-signed by the Trust Fund Assistant and passed on to the Supplies

Department who will raise an official order. The requisition details are recorded on the trust fund computer system as a commitment against the appropriate fund. This is cancelled when the invoice is paid.

Additional authorisation is required for requisitions in excess of £500 as follows: -

<u>Value:</u>	<u>Countersigned by:</u>
£500 - £5,000	Head of Financial Accounts
£500 - £10,000	Deputy Director of Finance
£10,000 - £50,000	Director of Finance and Infrastructure or Chief Executive
Over £50,000	Board of Directors

4.6.2 Purchases Which Are Not Made Via Supplies

The trust fund holder should send a memo/letter to the Trust Fund Assistant detailing: -

Payee name
Payee address
Amount (no more than £500)
Reason for the payment
Trust fund number

Receipts etc. should be attached where appropriate.

This payment method should only be used in circumstances where it would be inappropriate for the Supplies Department to raise an official order, for example, if a member of staff required reimbursing for items purchased.

4.6.3 Course Fees and Course Related Expenses

Where a fundholder agrees to finance a course for a member of staff from trust funds, the employee should complete a study leave form in the normal way stating the trust fund number. The form should be signed by the fundholder and forwarded to the Trust Fund Assistant.

Where course fees are required to be paid in advance a memo/letter signed by the fundholder should be sent with the study leave form, requesting a cheque to be raised (details as in 8 above).

If the organisation running the course has the facility to invoice the hospital, then this method of payment is preferred, and should be arranged when booking the course. Invoices should be marked for the attention of Ann Tovey, Trust Fund Assistant, Finance Department, C Block, Doncaster Royal Infirmary.

To claim travel and other expenses within the limits authorised on the study leave form, an expenses claim form should be completed stating the trust fund number, and forwarded to the Trust Fund Assistant.

4.6.4 Payments to Existing Employees

All payments to members of staff from trust fund, except retirement gifts, must be processed by Pay Services so that the necessary PAYE deductions can be made.

The trust fund holder should send a signed memo/letter to the Trust Fund Assistant requesting payment and giving the following details: -

Employee name

Employee personal number

Amount to be paid (employer's on-costs, will be added to this to arrive at the amount to be deducted from the trust fund.)

Reason for payment

Trust fund number.

The Trust Fund Assistant will check and authorise the request, then forward it to the Pay Services Department who will process it alongside the employee's next normal salary payment.

4.6.5 Retirement Gifts

The following guidelines were issued by the Director of People and Organisational Development on the value of gifts awarded to retiring employees for long service: -

<u>Length of Service</u>	<u>Value of Gift</u>
20 years	£100
25 years	£120
30 years	£150
40 years	£200

Retirement gifts are paid out of a trust fund designated for this purpose.

Where an employee qualifies for a retirement gift, his/her manager should send a memo/letter to the Trust Fund Assistant stating: -

Employee name

Employee Personal Number

Length of service

Date of retirement

The Trust Fund Assistant will confirm the length of service with the Pay Services Department and notify the manager who should then complete a requisition for the appropriate value after checking with the company that they are happy to either invoice the Trust, receive payment by business cheque or receive payment by purchasing card. This should be authorised by either the Director of People and Organisational Development or the Director of Finance and Infrastructure and sent to the Trust Fund Assistant who will process the requisition in the normal way.

At least one month's notice is required by the Finance Department before a retirement gift can be obtained due to the additional authorisation required.

On receipt of an official order from the Supplies Department, the employee can collect the gift from the store and pay any excess due.

Gifts cannot be exchanged for cash or vouchers. If a refund is required, the employee should contact the Supplies Department.

4.6.6 Payments from Petty Cash

There is no petty cash float held for trust fund monies, therefore, where possible, all payments should be made by cheque.

In exceptional circumstances, a cash payment may be made, for example to reimburse a member of staff for items purchased (to a maximum value of £20).

The trust fund holder, or other authorised signatory, should address a memo/letter to the Trust Fund Assistant giving details of: -

Payee name

Amount

Reason for the payment

Trust fund number

The memo/letter must be signed and receipts attached. It should then be taken to the Cashiers Office where, following approval by the Trust Fund Assistant and the Deputy Director of Finance; a reimbursement will be made.

4.6.7 Internal Catering Request Forms

These should be signed by the trust fund holder or other authorised signatory and should state clearly the trust fund number before being sent to the Catering Department.

4.7 PURCHASES ADMINISTERED ON BEHALF OF OTHER BODIES

Where outside bodies such as the Hospital Comforts League agree to fund purchases for a ward or department this should be stated on the requisition.

The Trust Fund Assistant must obtain written confirmation from the outside body before the requisition can be sent to the Supplies Department. Allowances should be made for this when specifying a delivery date, as some delays are possible.

4.8 INTER-FUND TRANSFERS

To transfer monies from one trust fund to another, the fundholder, or other authorised signatory of the fund from which the transfer is to be made, should send a memo/letter to the Trust Fund Assistant, giving the following details: -

The trust fund numbers between which the monies are to be transferred.

The amount to be transferred.

The reason for the transfer.

An authorised signature for the fund.

The Trust Fund Assistant will obtain the approval of the Trustee, then action the transfer.

If one or more of the funds involved in the proposed transfer is registered as a Special Trust, permission from the Charity Commission may also be required.

5. TRAINING/ SUPPORT

Training sessions are offered to fundholders and CCG management on an 'as and when' basis by the Trust Fund Assistant in addition to the telephone support and advice provided.

6. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Application of the policy	Internal Audit	Annually	Report submitted to Audit and Non-Clinical Risk Committee; implementation of agreed recommendations overseen by Deputy Director of Finance.
Income and expenditure accurately recorded	External Audit	Annually	Annual accounts audit reported to ANCRC in ISA260; implementation of agreed recommendations overseen by Deputy Director of Finance.

7. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. See Appendix 3.

8. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/FIN 3 - Trust Funds – A Guide to Fundraising

CORP/FIN 1 (B) - Standing Financial Instructions

CORP/FIN 1 (D) - Fraud, Bribery and Corruption Policy and Response Plan

APPENDIX 1

Doncaster and Bassetlaw Hospitals NHS Foundation Trust Charitable Fund (Registered Charity No.1057917)

Trust Fund Establishment Form: Unrestricted Funds

Fund Title:

Ward/Dept:

Fundholder:

Fund Type:

Unrestricted Designated

Objects of Designated Fund:

(As Approved By The Trustee. This Does Not Legally Restrict Their Discretion To Apply The Fund.)

Frequency of Statements (Please Indicate):

Monthly / Quarterly / Six Monthly / Annually

Authorised Signatories:

Authorising signatories confirm that they will only authorise / commit expenditure within their agreed limits and within the objects of the fund.

Fundholder:

Printed Name:

Signature:

Designation:

Others:

Printed Name:

Signature:

Designation

The Creation Of The Above Fund Has Been Approved By The Trustee:

Signature:

Date :

Allocated Trust Fund No.

Date :

Initials:

APPENDIX 2

Doncaster and Bassetlaw Hospitals NHS Foundation Trust Charitable Fund (Registered Charity No. 1057917)

Trust Fund Authorised Signatory Amendment Form

Fund Title:

Fund Type:

Fund Number:

Signatories to Be Added

Please Note: A new fundholder may only be added where the existing one is to be deleted. The status of fundholders and other signatories is the same for authorisation purposes. Authorising signatories confirm that they will only authorise / commit expenditure within their agreed limits and within the objects of the fund.

Printed Name:

Signature:

Designation:

Fundholder/Other

Printed Name:

Signature:

Designation:

Fundholder/Other

Signatories to Be Deleted:

Printed Name:

Fundholder/Other

Designation:

Printed Name:

Fundholder/Other

Designation:

Printed Name:

Fundholder/Other

Designation:

Amendment to Signature List Requested By (Fundholder/Other Authorised Signatory):

Signature:

Date:

The Amendment Of The Above Fund Has Been Approved By The Trustee.

Signature:

Date:

Trust Fund System Updated

Date:

Initials:

APPENDIX 3 – EQUALITY IMPACT ASSESSMENT - PART 1 INITIAL SCREENING

Service/Function/Policy/Project/ Strategy	CSU/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
CORP/FIN 2 v 4 - Trust Funds – A Guide	Finance Department	Robert Paskell	Existing Policy	20 th November 2014
1) Who is responsible for this policy? Name of Care Group/Directorate: Finance				
2) Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes? The purpose of this document is to briefly explain how internal trust funds are administrated by the Finance Department, and to provide guidance on the running of individual funds. This document outlines: <ul style="list-style-type: none"> • Administration • Setting Up a New Trust Fund • Closing a Trust Fund • Change of Authorised Signatories • Paying Money into Trust Funds • Payments Out of Trust Funds • Purchases Administered on behalf of other Bodies • Inter-fund Transfers 				
3) Are there any associated objectives? Legislation, targets national expectation, standards Trust funds are governed by the law applicable to Trusts, principally the Trustee Act 2000 and the Charities Act 2011.				
4) What factors contribute or detract from achieving intended outcomes?				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? No				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] 				
6) Is there any scope for new measures which would promote equality? [any actions to be taken] No				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			

c) Gender	No		
d) Gender Reassignment	No		
e) Marriage/Civil Partnership	No		
f) Maternity/Pregnancy	No		
g) Race	No		
h) Religion/Belief	No		
i) Sexual Orientation	No		

8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box

Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4
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**If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4*

Date for next review: December 2017

Checked by: Robert Paskell

Date: November 2014