Herefordshire and Worcestershire Health and Care NHS Trust

Relocation and Associated Expenses Policy

Guideline / Policy on a Page – Summary of Key Points

- This document sets out the Trust's policy on relocation and associated expenses
- The policy outlines the criteria for eligibility for payment of relocation expenses
- It excludes junior doctors in training to whom separate arrangements apply as set out in the West Midlands Regional Post Graduate Dean's Guidelines available from the Medical Directors department
- The policy details the circumstances new employees may require financial assistance with the relocation of their home and family in order to take up a new post in the Trust and the Trust's

Document Type	Human Resources Policy
Unique Identifier	HR-HACW
Document Author	Human Resources
Target Audience	All Herefordshire and Worcestershire Health and Care NHS Trust employees
Responsible Group	Workforce Committee
Date Ratified	7 May 2025
Expiry Date	6 January 2028

The validity of this policy is only assured when viewed via the Herefordshire and Worcestershire Health and Care NHS Trust website [www.hacw.nhs.uk] or staff intranet [www.intranet.hwhct.nhs.uk]. If this document is printed into hard copy or saved to another location, its validity must be checked against the unique identifier number on the internet version. The internet version is the definitive version.
This document has been produced in line with current accessibility guidance. If you require this document in an alternative format, please contact the Communications Team on 01905 681770 or by email to WHCNHS.Communications@nhs.net.

Version History

Version	Circulation Date	Job Title of Person/Name of Group circulated to	Brief Summary of Change
1.1	24.07.20	Associate Director of Human Resources	Removal of medical specific criteria, recommendations to ensure robustness of criteria
1.2	24.07.20	Finance	Confirmation of HMRC guidance, clarify if reimbursement or direct payment, expand point relating to obtaining three quotes
1.3	23.11.20	Director of Finance	Amendments to approval process, clarity of pay scales eligible, addition of owned to rented category, removal of miscellaneous expenses
1.3	23.11.20	Associate Medical Director Mental Health and Learning Disability	Query re only paying expenses based on value of lowest of three quotes
1.3	23.11.20	Counter Fraud Specialist	Addition of counter fraud statement and amendment to wording in section 7.b
1.3	23.11.20	Staff Side Representative	None
2.	06.01.2025	HR Review	Addition of EHIA Minor changes to titles only.

Accessibility

Interpreting and Translation services are provided for Herefordshire and Worcestershire Health and Care NHS Trust including:

- Face to face interpreting;
- Instant telephone interpreting;
- Document translation; and
- British Sign Language interpreting.

Please refer to the intranet page: http://nww.hacw.nhs.uk/a-z/services/interpreting-and-translation-services/ for full details of the service, how to book and associated costs.

Training and Development

Herefordshire and Worcestershire Health and Care NHS Trust recognises the importance of ensuring that its workforce has every opportunity to access relevant training. The Trust is committed to the provision of training and development opportunities that are in support of service needs and meet responsibilities for the provision of mandatory and statutory training.

All staff employed by the Trust are required to attend the mandatory and statutory training that is relevant to their role and to ensure they meet their own continuous professional development.

Co-production of Health and Care – Statement of Intent

The Trust expects that all healthcare professionals will provide clinical care in line with best practice. In offering and delivering that care, healthcare professionals are expected to respect the individual needs, views and wishes of the patients they care for, and recognise and work with the essential knowledge that patients bring. It is expected that they will work in partnership with patients, agreeing a plan of care that utilises the abilities and resources of patients and that builds upon these strengths. It is important that patients are offered information on the treatment options being proposed in a way that suits their individual needs, and that the health care professional acts as a facilitator to empower patients to make decisions and choices that are right for themselves. It is also important that the healthcare professional recognises and utilises the resources available through colleagues and other organisations that can support patient health.

Counter Fraud

The Trust is committed to reducing fraud in the NHS as it diverts valuable resources away from patient care. Therefore, consideration has been given to the potential for fraud and corruption to occur in relation to this policy and what action should be taken.

The Trust will therefore investigate all referrals or suspicions of fraud, in line with the Trusts' Fraud, Bribery and Corruption Policy and Disciplinary Policy and Procedure.

Any concerns over deliberate misapplication of the policy should be reported to:
Trust's Counter Fraud Specialist or Director of Finance
Tel: National Fraud and Corruption reporting line on 0800 028 40 60
Online at http://cfa.nhs.uk/reportfraud.

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1. **Introduction**

   a. Nationally we are experiencing challenges recruiting to key skilled staff groups at a time when locally we are receiving investment in our services requiring us to expand our workforce.

   b. To provide a safe and effective service staffed by appropriately skilled, experienced and qualified people the Trust is promoting key vacancies nationally and internationally. These individuals may require financial support to relocate to the trusts localities.

   c. It is intended that the ability to offer financial assistance with relocation will enhance the Trusts offer to future workers in a very competitive market.

   d. This policy sets out the arrangements for claiming and the authorisation of expenses associated with an employee's relocation to take up employment with Herefordshire and Worcestershire Health and Care NHS Trust.

2. **Purpose of document**

   a. To provide a framework and process to support effective recruitment to key posts across the trust.

   b. To assist new employees from another part of the country to take up an offer of employment by minimising any financial loss they may suffer by relocating.

   c. To ensure there is a clear understanding of the eligibility criteria for posts attracting relocation expenses assistance.

   d. To ensure individuals know the terms and conditions for claiming relocation expenses.

3. **Definitions**

   a. The "Trusts locality" is defined as within the boundaries of Herefordshire and Worcestershire or within 30 miles or one hours travel time of the new work base.

   b. Post identified as "difficult to recruit to" is defined as a post that has not attracted appropriately skilled or qualified candidates, has no applicant following a significant period of advertisement or is a role that requires skills/qualifications known locally or nationally to be in short supply or known previously to be difficult to recruit to. To define and advertise a post as "difficult to recruit to" requires agreement of Director of Finance and People Director.

4. **Scope**

   a. This policy applies to the recruitment into roles identified as "difficult to recruit to" and who would require relocation to the Trusts locality to enable them to commence in post.

   b. Employees covered by this policy are:

      • Employees taking a substantive post defined as difficult to recruit to

- In very exceptional circumstances employees on temporary contracts exceeding two years taking a post defined as difficult to recruit to

c. This policy does not apply to training grade Doctors who are subject to regional rotational arrangements. All such staff shall continue to be reimbursed in accordance with the regional guidelines produced under the authority of EL (92) 63. For Medical Training Grade Doctors please refer to Deanery guidance.

5. Eligibility

a. Relocation expenses may be payable to newly appointed staff taking up their first appointment with this Trust, subject to meeting the criteria set out in section 6 and if the Trust is satisfied that the relocation of the employee's home is necessary and that the arrangements are proportionate and reasonable.

b. The employee is willing to relocate and comply with the terms and conditions of this policy and their contractual terms and conditions of employment

c. Newly appointed staff must confirm that the expenses are not recoverable in full or part from any other source e.g. through a partners employer, and must have incurred the expenses for which reimbursement is claimed.

d. The authority for approving relocation grants rests with the appropriate department Director/Associate Director. All applications for relocation grants must be approved by the appropriate Director of Finance and People Director prior to any formal commitment being entered into on behalf of the Trust.

e. Where approval is given then the payments will be borne from the appropriate Director/Associate Directors budget as there will be no central budget to fund.

f. Relocation expenses must have been discussed and agreed at the offer of employment stage and confirmed in writing with the employee. Retrospective requests will not be approved.

6. Criteria for Entitlement

If it is deemed that the post is eligible (as per section 5) for relocation expenses the following criteria must then be met:

a. Where it is considered appropriate that relocation expenses form part of the remuneration package for vacant posts, the benefit must feature in the advertisement and on the electronic Approval to Recruit Form.

b. The post must have been advertised and a competitive interview process taken place.

c. The post must be a substantive post or in highly exceptional circumstances a temporary post of two years or more duration may be granted expenses at the discretion of or Director of Finance and People Director.

d. To justify the payment, the relocation of the employee to his/her new home must:

- Take place within 12 months of taking up the post with the Trust
- Be within a reasonable travelling time of their normal place of work i.e. no further than one hours duration

e. At any time the applicant must be able to demonstrate they are making reasonable and genuine efforts to relocate to within 30 miles from base.

f. Where the employee is not currently (prior to taking up this new appointment) a house owner/occupier they may be entitled to some financial support for items such as relocation, storage and rental costs.

g. For all relocation expenses at least three quotes must be obtained and the cheapest quote will be reimbursed (if an applicant choses to use a more expensive option they will only be reimbursed based on cost of cheapest option) All quotes are to be included with the submission of Relocation Expenses – Form of Undertaking (Appendix 1)

h. All employees must submit claims for payment within six months of the expense being incurred.

i. All expenses to be claimed for must have been incurred by the applicant who must certify that they have not been recoverable in full or part from any other source. To be eligible neither applicant nor partner is in receipt of a relocation package from another organisation (NHS or other).

j. In paying relocation expenses, the Trust will consider the reasonableness of the arrangements in all circumstances.

7. Exclusions

a. Relocation expenses will not be payable to any member of staff taking up a post on a temporary contract, (see section 6.c for contracts over two years)

b. Training grade doctors, see section 4.c

c. Relocation expenses will not be paid where an employee's partner is also receiving support from their employer. The employee must notify the Trust if a partner/spouse is eligible to claim financial assistance towards relocation. (NB this applies to spouses/partners who are both within NHS and outside NHS). At the discretion of the Trust, employees may still be granted reduced financial assistance but cannot claim twice for the same expense. Employees need to be aware that claiming twice will be considered as fraud and will be referred to the Trust's Counter Fraud Specialist to investigate.

8. Repayment of Expenses Incurred

a. As a condition of receiving assistance with relocation expenses, employees will be required to sign an undertaking (Appendix A) that in the event of them leaving the employment of Herefordshire and Worcestershire Health and Care NHS Trust within two years from the date of taking up the appointment; a proportion of the total expenses reimbursed will be repayable to the Trust, based on the table below. This payment will be deducted from the employee's final salary in full or where this is not possible an invoice will be raised.

b. Repayment as set out in the above will be enforced in all cases unless exceptional circumstances and as agreed with the Director of Finance and People Director

Period of service (from date of appointment)	Amount to be repaid (as a percentage of total expenses)
0-6 months	100%
6-12 months	50%
12-18 months	25%
18-24 months	Reducing from 25% by one-sixth of such 25% for each completed month up to 24 months

9. Relocation Costs Subject to Reimbursement

a. The maximum amount that can be claimed will be:

From rented accommodation to rented accommodation	Up to: £4000
From owned to rented	Up to: £4000
From rented accommodation to owned property	Up to: £8000
From owned property to owned property	Up to: £8000

These are non-taxable payments to cover relocation expenses through transferring main residence to the trusts locality (except travel expenses which are taxable).

b. According to HM Revenue & Customs "if your employer helps you to move home because of your job, any payments you receive, or any goods or services provided for you, are treated as part of your earnings for tax and national insurance contribution [NICs] purposes. However, the first £8,000 of any help you get from your employer is exempt from tax and NICs as long as certain conditions are met". Excess travel, which is paid at the public transport rate, will be subject to tax. You are strongly advised to view the HMRC Relocation Guidance.

1. The expenses may be paid tax free providing ALL of the conditions identified below are met: The relocation is required by the employer and is necessary for the performance of duties.
2. Your existing home is not within reasonable daily travelling distance of your new home
3. The home you move to is within reasonable daily travelling distance of your new workplace
4. Expenditure is necessary and is as a direct consequence of relocation and is fully receipted by original receipts

c. To qualify for relocation expenses and the tax exception the benefits must fall within the following categories:

1. Solicitors' fees
2. Cost of removal of furniture and effects
3. Charges where, of necessity, furniture or effects are placed in temporary storage pending the imminent purchase of a new property
4. Estate agent fees on sale of previous property
5. Survey fees on property to be purchased
6. Stamp duty on property to be purchased
7. Mortgage redemption fees on property to be sold
8. Bridging loan interest charges
9. All mileage (paid at public transport rate) and subsistence reimbursements connected with the search for accommodation, return visits home, excess mileage costs or other travelling costs incurred as a result of relocation
10. Solicitors, and survey fees with the purchase of a new home, which are aborted by the vendor

d. The Trust will not reimburse items of a capital nature (e.g. building work or improvements to the property) nor will it reimburse repairs to, or replacement of, fixtures or fittings or garden items including fences, sheds and walls.

e. Where the Trust agrees with the employee that he or she may occupy rented accommodation as either a temporary or longer-term alternative to moving from owner occupied property, the Trust will meet the costs of such accommodation for a maximum period of twelve months, subject to it being part of the overall £8,000 limit. In exceptional occasions with the approval of Director of Finance and People Director the period of time may be extended depending on the individual circumstances of the employee

f. When renting, relocation allowance may be used for the following:

1. Landlords deposit
2. Monthly rent
3. Mileage from rented accommodation to home on weekly basis
4. Cost of removal of furniture and effects

g. All financial expenses relating to the employee's move are the responsibility of the employee and it is for the employee to ensure that they have sufficient funds to meet these expenses. The Trust will only reimburse eligible expenses incurred, subject to the production of original receipts. Reimbursement will not be made on quotations, estimates or un-receipted claims. The Trust will not make payments direct to suppliers: any payments from the Trust will be made directly to the employee and it will be the employee's responsibility to settle invoices. Payment will be made by the Trust to the employee as soon as possible after the authorisation of the claim.

h. Claims for expenses in connection with the removal of effects must be made within six months of the incurring authorised expenditure.

i. The Trust will not accept any liability for costs incurred before agreement to claim back those costs in part/full as part of a relocation

10. Medical Staff

a. Medical Training Grade Doctors have guidelines issued by the Deanery.

b. All other medical roles are governed by this policy

11. Right of Appeal

a. Employees who feel that they have been unfairly treated in relation to financial assistance for the purposes of relocation provisions may pursue this matter as a grievance in line with the Trusts Grievance Procedure

12. **Monitoring implementation**

13. **References**

    a. **https://www.gov.uk/expenses-and-benefits-relocation/what-to-report-and-pay**

14. **Associated documentation**

    a. Recruitment and Selection Guidelines
    b. Grievance Procedure

15. **Appendices**

    A. Relocation Expenses – Form of Undertaking
    B. Relocation Expenses Claims Approval Form
    C. Relocation Expenses Approval and Claims Process

16. **Equality Analysis**

    a. Complete the Equality Analysis template and seek approval. The template for the Equality Analysis form can be found on the intranet, please follow this link **http://nww.hacw.nhs.uk/EasySiteWeb/GatewayLink.aspx?alId=92500.**

    b. For further guidance on Equality, Diversity and Inclusion, please visit http://nww.hacw.nhs.uk/a-z/services/equality-and-diversity/equality-impact-assessments/

    c. Add the approved Equality Analysis to the end of your document.

Appendix A

RELOCATION EXPENSES - FORM OF UNDERTAKING

In consideration of being reimbursed my removal expenses in accordance with the terms and conditions of my appointment. I hereby undertake that I will:

- Relocate to the new area and will remain in the employment of Herefordshire and Worcestershire Health and Care NHS Trust for a period of two years the duration from the date of commencement in the post which had led to my being offered payment of relocation expenses (other than some Medical Training Grade Doctors)

- That if I break this undertaking, or in the event of the Trust terminating my employment for any reason, I will, if required to do so, repay a proportion of the expenses received based on the table shown in part 6 of the Relocation Policy and I agree to such money being deducted from my salary or any final payment (proportionate for Training Grade Doctors with contracts of less than 2 years).

I declare that I, my spouse/partner, nor any member of my household will receive assistance with relocation expenses from any other source in respect of the relocation.

I accept the Trust may periodically review the efforts taken by me to relocate to the new area and according to the circumstance I agree that repayment of expenses reimbursed in anticipation of any relocation the removal expenses may be required if relocation does not proceed.

I hereby declare that the information and costs incurred given by me in this form are correct in all details. I have attached all receipts and any associated documentation for each claim to this form.

FULL NAME ……....

SIGNED ……..

DATED ……

Personal Details	
Post Title	
Assignment Number	
Department/SDU	
Team	
Base	

Contact Number	
Recruiting Manager	

Appendix B

Relocation Expenses Claim Approval Form

Name	
Address	
Type of Claim • Sale to Purchase • Sale to rental • Rental to Rental • Rental to Purchase	

Reimbursement of removal costs may be claimed to a maximum of £8,000. This limit shall be applied to all Trust employees who qualify for assistance under the Relocation Policy.

From the table below please indicate the amount to Claim and complete dates as appropriate. Receipts for each claim must be attached to this form.

Evidence of three quotes for Solicitors, cost of removals and storage are required to be attached to this form.

Purchase Claim	
Solicitors Fee	£
Cost of removal of furniture and effects	Date of Removal: £
Changes where, if necessary , furniture or effects are placed in temporary storage pending the imminent purchase of new property	Date Placed in Temporary Storage: £
Estate Agent Fees on sale of previous property	Date of Completion: £
Survey fees on property to be purchased	Date of Survey: £

Mortgage redemption fees on property to be sold	£
Bridging Loan Interest Charges	£
All Mileage (Paid at public transport rate) and subsistence reimbursements connected with the search for accommodation, return visits home, excess mileage costs or other travelling costs incurred as result of relocation.	£ Please complete Travel Claim Form and attach to this form.
Stamp Duty	£
Solicitors and survey fees with the purchase of a new home, which are aborted by the vendor	£
Rental Claim	
• Landlords deposit	£
• Cost of removal of furniture and effects	£
• Monthly rent	£
• Mileage from rented accommodation to home on weekly basis	£
Total amount claimed on this form	£
Previous amount claimed	£
Total claimed to date	£
Claimants Signature	

Expenses Approval

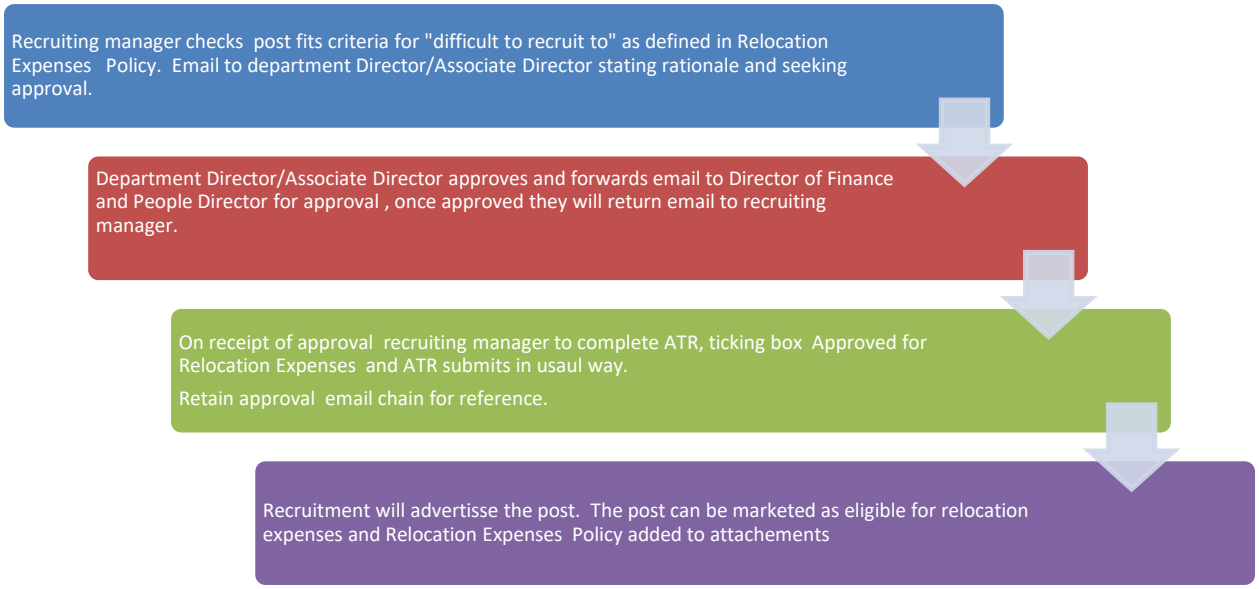
Role	Name	Signature	Date
Service Lead			
Department Director / Associate Director			
Director of Finance			
People Director			

Appendix C

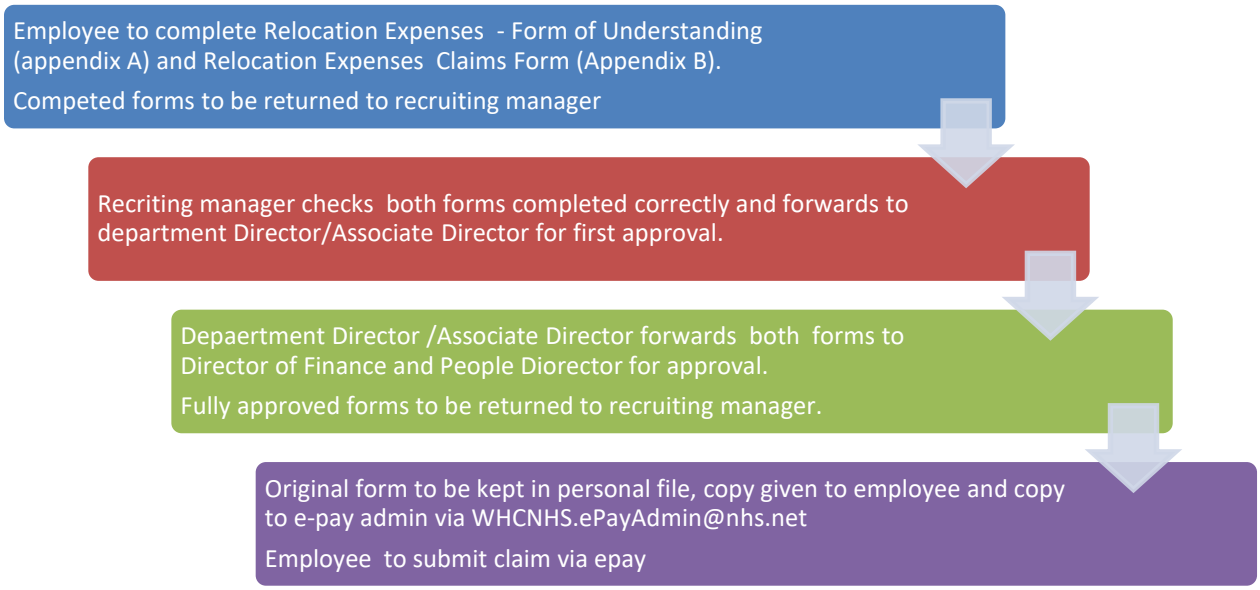
Relocation Expenses Approval and Claim Process

Post identified as “difficult to recruit to” is defined as a substantive post that has not attracted appropriately skilled or qualified candidates, has no applicant following a significant period of advertisement or is a role that requires skills/qualifications known locally or nationally to be in short supply or known previously to be difficult to recruit to.

Approval Process



Claim Process



EHIA Form Pro-forma – Policy and Activity Review

Title of activity
Relocation and Associated Expenses Policy

Section 1: Service area

County Wide Community Services	**Primary Care and Community Mental Health Service**	**Integrated Community Services**	**Specialist Mental Health and Learning Disabilities Services**	**Children Young People and Families**	**Corporate and Administrative Services (please specify which directorate)**
					X

Senior Responsible Officer (Associate Director or Executive Director)		
Name: Elaine Clough	Job Title: Director of People and OD	E-mail address: elaine.clough1@nhs.net
Details of individual(s) completing this assessment, please include name, job title and email contact (must be minimum of two persons completing this EHIA)		
Name: John Bagnall Naomi Keeling	**Job Title:** Associate Director of HR Deputy Director of People and OD	**E-mail address:** john.bagnall@nhs.net naomi.keeling@nhs.net
Date assessment completed		
14/03/25		

Section 2 – The activity

Activity being assessed (e.g. policy/procedure, document, service redesign, policy, strategy etc.)
Policy
• **Brief summary of the proposal in a few sentences What is/are the aim, purpose and/or intended outcomes of this activity?**
• To provide a framework and process to support effective recruitment to key posts across the trust. • To assist new employees from another part of the country to take up an offer of employment by minimising any financial loss they may suffer by relocating. • To ensure there is a clear understanding of the eligibility criteria for posts attracting relocation expenses assistance. • To ensure individuals know the terms and conditions for claiming relocation expenses.
Is this a review of an existing activity, new activity, planning to withdraw or reduce a service, activity, or presence?
Existing policy review
Which stakeholders will be affected by the development & implementation of this activity? Service user, staff, patient, communities, partner organisation
This policy applies to the recruitment into roles identified as “difficult to recruit to” and who would require relocation to the Trusts locality to enable them to commence in post, Employees taking a substantive post defined as difficult to recruit to, In very exceptional circumstances employees on temporary contracts exceeding two years taking a post defined as difficult to recruit to, This policy does not apply to training grade Doctors who are subject to regional rotational arrangements. All such staff shall continue to be reimbursed in accordance with the regional guidelines produced under the Relocation and Associated Expenses Policy

Section 3 – Sources of evidence and engagement

What information and evidence have you reviewed to help inform this assessment? (Please name sources, e.g. demographic information for patients / services / staff groups affected, complaints etc.
Best practice Legal Requirements National guidelines
Summary of engagement or consultation undertaken (e.g. who and how have you engaged, or why do you believe this is not required) – If the EDIE Team think stakeholder engagement is required, they will advise you and contact the Public and Patient Engagement Experience & Participation team.
HR and service teams’ discussions and round table

Conversation with EDIE team to ensure that there are procedures in place to ensure that reasonable adjustments are considered and time for them to be embedded prior to any performance management discussions. This policy has been agreed in consultation with Staff Side and applies to all employees of the Trust, regardless of their employment status or length of service.
Summary of relevant findings

Section 4 – Potential impacts on the protected Characteristics - Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. Please tick one or more impact box below for each Equality Group and explain your rationale. Please note the potential impact can be both positive and negative within the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, the public, patients, carers, etc. in these equality groups.

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Please explain your reasons for any potential positive, neutral, or negative impact identified
Age - People from different age groups		X		• This policy applies to all regardless of age.
Armed forces (as per the Armed forces act 2021) The Armed Forces Act 2021 introduced a new requirement for some public bodies, including the NHS and local authorities, to pay due regard to the principles of the Covenant		X		• The policy supports veterans and active service members by ensuring fair treatment.
Disability - People with visible and hidden disabilities; physical attitudinal and societal impacts		X		• This policy will apply to all regardless of disability and should not have an adverse impact on an individual with disabilities.
Ethnicity/Race/Nationality - Black and minority ethnic people; Gypsy and Traveller people, different ethnic groups; language		X		• This policy will apply to all regardless of race.
Gender Reassignment - Gender Identity and Gender expression, Transgender and Transexual people		X		• The policy ensures fair treatment of staff undergoing gender reassignment, with sensitivity to their unique circumstances.

Marriage & Civil Partnerships -People who are married or in a same sex or heterosexual civil partnership –		X		• This policy will apply to all regardless of Marriage or Civil Partnership.
Pregnancy & Maternity - Women and people who are pregnant or on maternity leave		X		• This policy will apply to all regardless of Pregnancy and Maternity.
Religion & Belief - People with / of different religions or those with strongly held philosophical beliefs or no belief		X		• This policy will apply to all regardless of Religion or Belief.
Sex - Women, men, non-binary		X		• The policy ensures equal treatment of all staff, regardless of sex.
Sexual Orientation Lesbian, gay, straight, or heterosexual, bisexual, other		X		• This policy will apply to all regardless of sexual orientation.
Other identified groups Consider and detail and include the source of any evidence on different socio-economic groups, area of inequality, income, resident status Refugees, asylum seekers or those experiencing modern slavery (migrants) and other groups experiencing disadvantage and barriers to access. These include **Looked after children and young people, Carers of patients:** unpaid, family members. **People involved in the criminal justice system:** offenders in prison/on probation, ex-offenders. **Homeless people.** People on the street; staying temporarily with friends /family; in hostels or B&Bs.		X		**Socio-Economic Groups** • The policy has been developed to ensure all employees are treated in a fair, reasonable, and consistent manner. The policy ensures that an employee's rights to equality of opportunity and treatment are reinforced and maintained during any formal processes that arises from this policy. It also ensures that the vulnerable people are supported throughout any process.

Is your assessment that your proposal will support compliance with the Public Sector

	Reducing inequalities in access to health care	Reducing inequalities in health outcomes
The proposal will support?	n/a	
The proposal may support?		
Uncertain if the proposal will support?		

Equality Duty?
Please add an x to the relevant box below.

Section 5 – Mitigations for negative impacts and risks

What actions will you take to mitigate any potential negative impacts

Any risks identified
n/a
If there is a risk to the organisation service(s), what mitigations will be put in place to address the risk
Who will be the owners
How will you monitor these actions?
When will you review this EHIA? (e.g. in a service redesign, this EHIA should be revisited regularly throughout the design & implementation phase)

Please indicate which committee will this go through *(the SRO will be responsible for advising the committee and updating them)*

Which committee will this go through *(the SRO will be responsible for advising the committee and updating them)*
People and Culture Committee

Only required if clinical / medical policy:

Section 6 - **Human Rights Consideration:**

NHS organisations must ensure that none of their services, policies, strategies, or procedures infringes on the human rights of patients or staff. You should analyse your document using the questions provided to determine the impact on human rights. Using human rights principles of fairness, respect, equality, dignity and autonomy as flags or areas to consider is often useful in identifying whether human rights are a concern.

Can you please answer the following Human Rights screening questions:

	Human Rights	**Yes/No**	**Please explain**
1	Will the policy/decision/service change or refusal to treat result in the death of a person?	No	
2	Will the service change/policy/decision lead to degrading or inhuman treatment?	No	
3	Will the service change/policy/decision limit a person's liberty?	No	
4	Will the service change/policy/decision interfere with a person's right to respect for private and family life?	No	
5	Will the service change/policy/decision result in unlawful discrimination?	No	
6	Will the service change/policy/decision limit a person's right to security?	No	
7	Will the service change/policy/decision breach the positive obligation to protect human rights?	No	

8	Will the service change/policy/decision limit a person's right to a fair trial (assessment, interview, or investigation)?	No	
9	Will the service change/policy/decision interfere with a person's right to participate in life?	No	

If any Human Rights issues have been identified in this section, please contact your Equality and Inclusion Lead who will advise further, and a full Human Rights Impact Assessment required to be completed.

Section 7 - Please read and agree to the following Equality Statement

1. Equality Statement

1.1. All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the nine protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation

1.2. Our Organisations will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others.

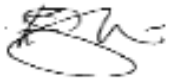
1.3. All staff are expected to deliver services and provide services and care in a manner which respects the individuality of service users, patients, carer's etc., and as such treat them and members of the workforce respectfully, paying due regard to the nine protected characteristics.

1.4 Our organisations are expected to use the appropriate interpreting, translating or preferred method of communication for those who have language and/or other communication needs. Practitioners will need to assess that the Relocation and Associated Expenses policy is fair and equitable for all groups covered under the Equality Act 2010 and that they are implementing the Accessible Information Standard and have considered health inequalities.

1.5. Herefordshire and Worcestershire Health and Care NHS Trust must meet its statutory duty to reduce inequalities of access and outcomes, as set out in the NHS Act 2006 (as amended). As a result, the Herefordshire and Worcestershire Health and Care NHS Trust

aims to design and implement policy documents that seek to reduce any inequalities that already arise or may arise from any new policy. Therefore, Herefordshire and Worcestershire Health and Care NHS Trust will consciously consider the extent to which any policy reduces inequalities of access and outcomes.

1.6. Any change to a service will require a conscious effort from the author(s) of that change to actively consider the impact that this will have on any Protected group(s) and act due diligently. Where an impact on any of the Equality groups is realised after the implementation of the Project/Service, the commissioners and or Providers, who are implementing the said Project and or service will seek to minimise such an impact and simultaneously conduct a full review.

Signature of SRO	 Elaine Clough Director of People and OD	 Sue Harris Director of Strategy & Partnerships
Date signed	21 March 2025	21 March 2025
Signature of Activity lead & or completing the EIHA	 John Bagnall Associate Director of HR	
Date signed	13/02/2025	
Comments:		

Once complete, please e-mail a copy to whcnhs.equalityimpactassessmenthwhc@nhs.net