

**Step 1****Details of Assessment Team – refer to guidance notes**

Please use this form to record the details of your team. Use the guidance notes to help you to pull a relevant team together.

**About the policy, practice, service or function you are assessing**

Name of policy, practice, service or function: **Fraud Policy**

Name of Assessment Team Leader: **John Snow**

Department responsible: **Finance**

**Other members of assessment team:**

<b>Name</b>	<b>Position</b>	<b>Area of Expertise</b>	<b>Comments</b>
Angela Killeavy	Director of HR	Workplace Legislation	
John Griffiths	E & D Manager	Equality & Diversity	

**Step 2 – Collecting information and data on consulting on how the policy, procedure, service or function impacts on students, employees, communities and other stakeholders – refer to guidance notes**

Consider all six equality strands: <i>Racial Group, Disability, Gender, Age, Sexual Orientation, Religion or Belief</i>  <b>Examples of evidence could be:</b>	<b>Date data was collected</b>
<b>Tick evidence gathered and state briefly what it tells you.</b>	
<input type="checkbox"/> data showing evidence of higher or lower participation of any particular groups (e.g. who uses the service and who doesn't)	
<input type="checkbox"/> student/ employee feedback from surveys or complaints	
<input type="checkbox"/> any important demographic changes or trends	
<input type="checkbox"/> comparative information or data where no local information is available	
<input type="checkbox"/> census, national or regional statistics	
<input type="checkbox"/> Access Audits, DDA assessments	
<input type="checkbox"/> workforce profile (ethnicity, disability, gender etc)	
<input type="checkbox"/> outcomes of previous monitoring	
<input type="checkbox"/> existing or previous inspections of the policy, procedure, practice, service or function	
<input type="checkbox"/> research/ knowledge of the effects of the policy, procedure, practice, service or function on any of the College's stakeholders (including external stakeholders)	
<input type="checkbox"/> how part-time or sessional staff may be affected	
<input type="checkbox"/> any consultation and community involvement	
<input type="checkbox"/> existing or previous impact assessment action points	

**Step 3 – Defining the policy, procedure, service or function and identifying inequalities by analysing the information you have and identifying actions – refer to guidance notes**

**Question 1**

What is the name of the policy, procedure, practice, service or function you are assessing, what are the main aims and objectives; what outcomes do we want; and who is responsible for implementing or delivering the policy, procedure, practice, service or function?

**Response/ Findings:**

Fraud Policy

Aims and objectives are;

- Establish & maintain an effective accounting system
- To detect & investigate incidents of fraud

desired outcomes are to;

Minimise the opportunity for fraud to take place

The Director of Finance is responsible for this policy

**Question 2**

Who is affected by the policy, procedure, practice, service or function and is there any evidence that any groups within the following characteristics are adversely affected.

**Response/ Findings:**

This is a strategic level document and cases of fraud would not affect the groups below in relation to equality and diversity issues.

	YES – state briefly	NO
Age		X
Disability		X
Gender		X
Racial Group		X
Religious Belief		X
Sexual orientation		X

### Question 3

Is there any evidence that different groups, organisations or individuals have different needs, experiences, issues and priorities in relation to this policy? *For instance higher or lower uptake or participation.* Consider student and staff surveys, research, community consultations, prior performance monitoring or inspection.

**Response/ Findings:**

No evidence to determine this, an occurrence of fraud in the eyes of this policy would be against SNC and not distinguishable in affecting equality and diversity issues.

**Note: A broad interpretation should be taken of the word 'evidence.' It should include anecdotal evidence and evidence derived from qualitative and quantitative analysis where available.**

### Question 4

Is the service that is underpinned by this policy, procedure or function having a positive or negative effect on particular students, employees, community groups or other stakeholders?

**Response/ Findings:**

It has a positive effect in that it safeguards assets and helps secure the delivery of the service provided by SNC to its students as a whole.

It also contributes to safeguarding sufficient funding/resources such as those which may be designated to matters arising regarding E & D throughout the college.

**Question 5**

In relation to this policy, procedure, practice, service, or function does any equality or diversity actions already exist? If YES detail below.

**Response/ Findings:**

N/A

This document is at strategic level and all encompassing in that fraud is not a discriminatory act against the aforementioned groups but would be against the college itself.

**Question 6 – Look at Questions 2 & 3 Answers**

Is there an opportunity to promote equality of opportunity or good community relations by altering the policy, or by working with others?  
If YES, detail your action on FORM IMP.ACT. If NO state briefly how the team came to this conclusion.

**Response/ Findings:**

No, not at present due to above comment.

Form: IMP.ACT

**EQUALITY IMPACT ASSESSMENTS – Summary**

**Policy/ Service/ Procedure/ Function Title: Fraud Policy**

Report of EIA Findings:

**1) Overview of policy/ service**

The aims of the policy are to establish & maintain an effective accounting system and to detect & investigate incidents of fraud and to minimise any opportunities where fraud may take place

**2) Findings**

In relation to equality and diversity issues it is identified that an act of fraud in relation to this policy would be of a non discriminatory nature against the aforementioned groups as it would be an act against the college.

**3) Actions Taken**

By When	By Whom	Progress
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• N/A		
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• N/A		
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• N/A		
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**Data/ Information considered:**

The policy itself as there are no identified cases of fraud to refer to at present.

**Consultation: 4<sup>th</sup> July 2008**

John Snow, Director of Finance & Estates

Angela Killeavy, Director of HR/Director responsible for H & S

John Griffiths, Health & Safety Advisor/Equality & Diversity Manager

**Date of Publication of EIA:**

To be attached to each policy before obtaining Governor Approval.