

Template for Impact Assessment Level 1: Initial screening assessment

Appendix 2

Subject of assessment:	Cash Handling Policy			
Coverage:	Overarching policy to be applied across the Council where cash is handled			
This is a decision relating to:	<input type="checkbox"/> Strategy	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Service	<input type="checkbox"/> Function
	<input type="checkbox"/> Process/procedure	<input type="checkbox"/> Programme	<input type="checkbox"/> Project	<input type="checkbox"/> Review
	<input type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
It is a:	New approach:	<input checked="" type="checkbox"/>	Revision of an existing approach:	<input type="checkbox"/>
It is driven by:	Legislation:	<input type="checkbox"/>	Local or corporate requirements:	<input checked="" type="checkbox"/>
Description:	<p>The cash handling policy provides guidelines to employees on the proper and timely handling of cash to be compliant with risk management, controls, and safety procedures.</p> <p>The policy sets a standard procedure to be followed by all employees when handling cash on behalf of the Council.</p> <p>The objective of the policy is to set out the best practices for cash handling at Middlesbrough Council to ensure efficiency, reduce risk and avoid human error.</p> <p>There is no current cash handling policy, and it is best financial practice to have a set of rules for all employees to follow to ensure the risk of fraud, theft, and errors are reduced.</p> <p>The policy is key to all employees responsible for handling cash and all managers responsible for those staff.</p> <p>The policy requires Heads of Service to ensure their staff are compliant with the policy and that risk assessments are carried out. A review of the risk assessments will be undertaken by the Head of Finance and Investments annually.</p>			
Live date:	Date of Exec (subject to approval by Executive)			
Lifespan:	Indefinitely, to be reviewed every 3 years			
Date of next review:	April 2027 – early review where any relevant Financial Procedure Rules are updated.			

Screening questions	Response			Evidence
	No	Yes	Uncertain	
Human Rights Could the decision impact negatively on individual Human Rights as enshrined in UK legislation?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Human rights impact assessed against the Impact Assessment Policy 2024-27
Equality Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equality impact assessed against the Impact Assessment Policy 2024-27
Community cohesion Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community cohesion impact assessed against the Impact Assessment Policy 2024-27
Armed Forces Could the decision impact negatively on those who are currently members of the armed forces of former members in the areas of Council delivered healthcare, compulsory education and housing policies?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Armed Forces impact assessed against the Impact Assessment Policy 2024-27

* Consult the Impact Assessment further guidance for details on the issues covered by each of these broad questions prior to completion.

Screening questions	Response			Evidence
	No	Yes	Uncertain	
Care leavers Could the decision impact negatively on those who are care experienced?*	☒	☐	☐	Care Leavers impact assessed against the Impact Assessment Policy 2024-27
Next steps: <ul style="list-style-type: none"> ➡ If the answer to all of the above screening questions is No then the process is completed. ➡ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed. 				

Assessment completed by:	Maggie Burns	Head of Service:	Justin Weston
Date:	09/05/2024	Date:	09/05/2024