



# Family Nursing & Home Care

## **Child Accident Prevention (Jersey) Procedure for Financial Management**

**October 2020**

### Document Profile

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<b>Author</b>	Mandy Le Tensorer
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<b>Document Status</b>	This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of this document are not controlled. As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the intranet.

### Version control / changes made

Date	Version	Summary of changes made	Author
23/09/20	1	Updated to fit current template	MLT

## CONTENTS

1. INTRODUCTION .....	4
1.1 Rationale .....	4
1.2 Scope .....	4
1.3 Role and Responsibilities .....	4
2. POLICY .....	4
3. PROCEDURE .....	5
3 CONSULTATION PROCESS .....	6
4 IMPLEMENTATION PLAN .....	6
5 MONITORING COMPLIANCE .....	6
6 EQUALITY IMPACT STATEMENT .....	6
7 GLOSSARY OF TERMS .....	7
8 APPENDIX .....	7
Appendix 1 Equality Impact Screening Tool .....	7

## **1. INTRODUCTION**

### **1.1 Rationale**

Family Nursing & Home Care (FNHC) is part of a multi-agency alliance that was formed in early 1996 with the aim of developing a proactive approach to issues related to child accident prevention in Jersey.

Family Nursing & Home Care contributes to “Child Accident Prevention (Jersey)” (CAP) in numerous ways, for example:

- Funding salary of CAP coordinator
- Representation at Strategic and Operational level
- Administration of funds
- Involvement in alliance led initiatives

This procedure should be followed for income and expenditure of funds relating to Child Accident Prevention (Jersey).

### **1.2 Scope**

This applies to the FNHC Chief Executive Officer, Finance Department and the coordinator for Child Accident Prevention (Jersey).

The Finance department in conjunction with the CAP coordinator will manage all funds relating to CAP and will prepare an Income and Expenditure account when required for presentation by the CEO at the Strategic meetings.

The CAP coordinator will ensure that the finance department are given a minimum of 2 weeks’ notice of upcoming Strategic meetings in order that the Income & Expenditure account may be prepared.

### **1.3 Role and Responsibilities**

Child Accident Prevention Coordinator to ensure all incoming funds are passed to the finance department in a timely fashion.

Child Accident Prevention Coordinator to all necessary expenditure is done using the required Purchase Order Request Form.

C&FS Manager to oversee all requests from CAP Coordinator for expenditure.

Finance manager to keep account of CAP income and expenditure and to prepare finance reports as necessary.

## **2. POLICY**

All income and expenditure for Child Accident Prevention is managed in an accountable and transparent manner.

### **3. PROCEDURE**

#### **3.1 Income**

Annual grants are received from the States Departments upon successful application by CAP and as their budget allows. These would usually be classed as restricted income unless otherwise informed.

Additional funding is received through sponsorship, grants and donations from various local charities and private enterprises. These can be either restricted or unrestricted income and it is the responsibility of the CAP coordinator to inform the Finance Department of such.

Wherever possible cheques received should be made out to Child Accident Prevention (Jersey).

In the event that a cheque is made out to Family Nursing & Home Care it will be the responsibility of the CAP coordinator to ensure that the finance department are aware that these funds should be allocated to CAP.

Whilst cash donations are not encouraged, any cash donations received should be identified as being for the benefit of CAP before being passed to the Finance Department.

Any other funds allocated to CAP are administered through the Finance Department with all entries identified as benefitting CAP.

Similarly any expenditure related solely to CAP should also be identified by the CAP coordinator where possible to assist in the keeping of a separate record of CAP related income and expenditure.

#### **3.2 Expenditure**

In order for CAP to use any of its allocated funds a “purchase order request form” must be completed and passed to the CAP Operational Lead for authorisation before being passed on to the Finance Department.

These forms must provide adequate information to allow the Finance Department to correctly bookkeep the details and allocate accordingly in the financial records.

#### **3.3 Reporting and monitoring**

CAP transactions are reported to the Chief Executive Officer as part of the regular (usually quarterly) income and expenditure statement produced by the Finance Department.

Income and expenditure statements are provided to the CAP Strategic Group and the CAP Operational Group at regular meetings throughout the year.

### 3 CONSULTATION PROCESS

Identify who has been involved and when including service users and partner agencies

Name	Title	Date
Mandy Le Tensorer	Child Accident Prevention Coordinator	23/09/20
Michelle Cumming	Child & Family Services operational Lead	22/09/20
Jane Salt	FNHC Finance Manager	22/09/20

### 4 IMPLEMENTATION PLAN

A summary of how the document will be implemented with time frame

Action	Responsible Person	Planned timeline
Ratification	OGAG	September 2020
Review	CAP Coordinator	September 2025

### 5 MONITORING COMPLIANCE

At the end of each year a set of accounts will be prepared by the FNHC Finance Department in relation to Child Accident Prevention accounts showing all income and expenditure for the previous 12 months and showing that all figures tally.

### 6 EQUALITY IMPACT STATEMENT

A statement to show that the document does not discriminate against disadvantaged or vulnerable people

Family Nursing & Home Care is committed to ensuring that, as far as is reasonably practicable, the way services are provided to the public and the way staff are treated reflects their individual needs and does not discriminate against individuals or groups on any grounds.

This policy document forms part of a commitment to create a positive culture of respect for all individuals including staff, patients, their families and carers as well as community partners. The intention is to identify, remove or minimise discriminatory practice in the areas of race, disability, gender, sexual orientation, age and 'religion, belief, faith and spirituality' as well as to promote positive practice and value the diversity of all individuals and communities.

The Family Nursing & Home Care values underpin everything done in the name of the organisation. They are manifest in the behaviours employees display. The organisation is committed to promoting a culture founded on these values.

**Always:**

- ✓ Putting patients first
- ✓ Keeping people safe
- ✓ Have courage and commitment to do the right thing
- ✓ Be accountable, take responsibility and own your actions
- ✓ Listen actively
- ✓ Check for understanding when you communicate
- ✓ Be respectful and treat people with dignity
- ✓ Work as a team

This policy should be read and implemented with the Organisational Values in mind at all times.

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## 7 GLOSSARY OF TERMS

Glossary consisting of definitions of technical or specialised terminology used within the document

## 8 APPENDIX

### Appendix 1 Equality Impact Screening Tool

To be completed and attached to any publication document when submitted for approval and ratification.

Stage 1 - Screening			
Title of Procedural Document:			
Date of Assessment	23/09/20	Responsible Department	Child & Family Services
Name of person completing assessment	Mandy Le Tensorer	Job Title	CAP Coordinator

Does the policy/function affect one group less or more favourably than another on the basis of :			
	Yes/No	Comments	
• Age	No		
• Disability Learning disability; physical disability; sensory impairment and/or mental health problems e.g. dementia	No		
• Ethnic Origin (including hard to reach groups)	No		
• Gender reassignment	No		
• Pregnancy or Maternity	No		
• Race	No		
• Sex	No		
• Religion and Belief	No		
• Sexual Orientation	No		
If the answer to all of the above questions is NO, the EIA is complete. If YES, a full impact assessment is required: go on to stage 2, page 2			
Stage 2 – Full Impact Assessment			
What is the impact	Level of Impact	Mitigating Actions (what needs to be done to minimise / remove the impact)	Responsible Officer
Monitoring of Actions			
The monitoring of actions to mitigate any impact will be undertaken at the appropriate level			