

Part A: Preparation and Assessment of Relevance and Priority

Part A is a three step process which will help you to prioritise work and prepare for EqIA.

Step 1 - Preparation:
identify the title of the
Policy/function/strategy, the main aims and
the key contributors
(see **Form 1**)



Step 2 - Gather Evidence:
collect, but do not analyse information at
this stage - just see what evidence is
available
(see **Form 2**)



**Step 3 - Assessment of Relevance and
Priority:**
determine whether or not the evidence
demonstrates high, medium, low, or no
relevance and priority across the core
dimensions of the equality duties, by each of
the equality strands
(see **Form 3**)

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 - Preparation		
1.	Title of Policy - what are you equality impact assessing?	Equality, Diversity and Human Rights Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The purpose of this document is to set out the UHB's policy on promoting equality, diversity and human rights in relation to employment; service delivery, goods and service suppliers, contractors and partner agencies. The UHB wants to ensure that no individual or group receives less favourable treatment either directly or indirectly. Cardiff and Vale University Health Board opposes all forms of unjustifiable discrimination and recognises that some groups and individuals in society experience unfair discrimination in employment and in their contact with public services. Discrimination can take the form of treating people less favourably because of their age, colour, culture, disability, ethnic origin, gender, gender re-assignment, language, facial disfigurement, marital or civil partnership status, nationality, carer status, pregnancy or maternity issues, responsibility for dependants, sexual orientation, social class, religion or political beliefs. It can also arise from failing to take account of differences between people and groups which can result in barriers to access to services and opportunities. The UHB is fully aware of the importance of complying with UK and EU employment legislation and recognises that within the framework of British

Step 1 - Preparation

		and European law, discrimination is defined in terms of indirect and direct discrimination, harassment and victimisation. However, it acknowledges that many forms of inequality may be institutionalised and be expressed as patterns of organisational behaviour that appear acceptable. It will therefore take any necessary steps to identify and address institutional exclusion, harassment, marginalisation and exploitation of groups and individuals. The UHB wants to build a reputation for demonstrating outstanding practice in the field of employment relations and service delivery. All UHB functions and policies, will be assessed for their relevance to equality and potential impact on different groups, specifically in relation to the Equality Act 2010 and the Welsh Language, before they are agreed by UHB Board or its committee and as they come up for review. All those found to be relevant will be subject to full equality impact assessments and findings will be published for public scrutiny. We will work to ensure that equality, diversity and human rights principles of fairness, autonomy, dignity and respect are owned, valued and demonstrated by everyone at the UHB - the Board, our staff and those who provide services on our behalf.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Chief Executive Director of Workforce and Organisational Development Equality Strategy Steering Group

Step 1 - Preparation

4.	Who is Involved in undertaking this EqlA? - who are the key contributors to the EqlA and what are their roles in the process?	This policy has been consulted upon internally with senior management and staff-side representatives and sent externally with the following bodies as part of the equality impact assessment and views received led to changes being incorporated into this final draft. • NHS Centre for Equality and Human Rights • Black Voluntary Sector Network Wales • Cardiff and Vale Coalition of Disabled People • Stonewall Cymru • AWETU • Welsh Language Board • Cardiff Women's Safety Unit • Community Health Council • Mencap • Changing Faces • Cardiff and Vale Mental Health Development Group
5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqlA?	Strategic Plans Employment Policies such as Dignity at Work and recruitment and selection policies Communication and Engagement Framework Ensuring Equality Through Effective Communication- Good Practice

Step 1 - Preparation

6.	Stakeholders - Who is involved with or affected by this Policy?	All staff, patients, volunteers and contractors who act on behalf of the UHB
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	Training Financial resources and the economic climate Staff attitudes Legislation and regulations

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.														
Race	Below are the key pieces of evidence found in regard to this policy. www.equalities.gov.uk/pdf/Equality%20Act%20Impact accessed 10/06/11 The EHRC essential guide to the PSED, including assessments for public bodies in Wales. http://www.equalityhumanrights.com/uploaded_files/EqualityAct/PSED/psed_wales_the_essential_guide.pdf Cardiff and Vale University Health Board's Single Equality Scheme-FAIR CARE Also Google searches 10th June 2011 on equality impact assessment for equality policies resulted in 14 pages of evidence, strategy, and policy from across the NHS. Hard copies of the search and the documents above have been kept by the Equality Manager.	Eliminating Discrimination and Eliminating Harassment	✓	Promoting Equality of Opportunity	✓	Promoting Good Relations and Positive Attitudes	✓	Encouraging participation in Public Life	✓	Take account of difference even if it involves treating some individuals more favourably*						
Disability	Below are the key pieces of evidence found in regard to this policy. www.equalities.gov.uk/pdf/Equality%20Act%20Impact accessed 10/06/11 The EHRC essential guide to the PSED, including assessments for public bodies in Wales. http://www.equalityhumanrights.com/uploaded_files/EqualityAct/PSED/psed_wales_the_essential_guide.pdf Cardiff and Vale University Health Board's				✓				✓			✓		✓		✓

	Single Equality Scheme-FAIR CARE Also Google searches 10 th June 2011 on equality impact assessment for equality policies resulted in 14 pages of evidence, strategy, and policy from across the NHS. Hard copies of the search and the documents above have been kept by the Equality Manager.									
Gender	Below are the key pieces of evidence found in regard to this policy. www.equalities.gov.uk/pdf/Equality%20Act%20Impact accessed 10/06/11 The EHRC essential guide to the PSED, including assessments for public bodies in Wales. http://www.equalityhumanrights.com/uploaded_files/EqualityAct/PSED/psed_wales_the_essential_guide.pdf Cardiff and Vale University Health Board's Single Equality Scheme-FAIR CARE Also Google searches 10 th June 2011 on equality impact assessment for equality policies resulted in 14 pages of evidence, strategy, and policy from across the NHS. Hard copies of the search and the documents above have been kept by the Equality Manager.	√		√		√		√		
Sexual Orientation	Below are the key pieces of evidence found in regard to this policy. http://www.stonewall.org.uk/documents/prescription_for_change.pdf http://www.stonewall.org.uk/documents/engagementforwebsite_1.pdf http://www.stonewall.org.uk/documents/being_the_gay_one_2007.pdf	√		√		√		√		

	Cardiff and Vale University Health Board's Single Equality Scheme-FAIR CARE Also Google searches 10 th June 2011 on equality impact assessment for equality policies resulted in 14 pages of evidence, strategy, and policy from across the NHS. Hard copies of the search and the documents above have been kept by the Equality Manager.								
Religion or Belief	Below are the key pieces of evidence found in regard to this policy. www.equalities.gov.uk/pdf/Equality%20Act%20Impact accessed 10/06/11 The EHRC essential guide to the PSED, including assessments for public bodies in Wales. http://www.equalityhumanrights.com/uploaded_files/EqualityAct/PSED/psed_wales_the_essential_guide.pdf Cardiff and Vale University Health Board's Single Equality Scheme-FAIR CARE Also Google searches 10 th June 2011 on equality impact assessment for equality policies resulted in 14 pages of evidence, strategy, and policy from across the NHS. Hard copies of the search and the documents above have been kept by the Equality Manager.	√	√	√	√	√			
Welsh Language	Welsh Language Board 'Contracting out public service contracts and the Welsh Language' 2011 Recruitment and the Welsh Language byig-wlb.org.uk Welsh Language (Wales) Measure 2011	√	√	√	√	√	√		

People have a human right to: life; not to be tortured or treated in a degrading way; to be free from slavery or forced labour; to liberty; to a fair trial; not to be punished without legal authority; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion; to freedom of expression and of assembly; to marry and found a family and to not be discriminated against in relation to any of the rights contained in the European Convention.

**Human
Rights**

The UHB recognises that the right to equal and fair treatment and protection from discrimination is a fundamental human right. For this reason, the policy will incorporate in principle and in practice the provisions of *The Human Rights Act* (1998) detailed in Articles 2 –14

* This column relates only to Disability due to the specific requirement in the DDA 2005 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	3	+3	9
Disability	3	+3	9
Gender	3	+3	9
Sexual Orientation	3	+3	9
Age	3	+3	9
Religion or Belief	3	+3	9
Welsh Language	3	+3	9
Human Rights	3	+3	9

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Equality, Diversity and Human Rights Policy
Organisation:	Cardiff and Vale University Health Board
Name: Title: Department:	Keithley Wilkinson Equality Manager Workforce and Organisational Development
Summary of Assessment:	After considering all the evidence indicated it is clear that the policy will have an overwhelming positive impact. This is the intention not only of the equality, Welsh language and human rights legislation but also of this policy, which adheres to that legislation.
Decision to Proceed to Part B Equality Impact Assessment:	No Please record reason(s) for decision Cardiff and Vale UHB is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and does not discriminate, harass or victimise individuals or groups. These principles run throughout this specific policy. Thus there is no need to undertake a full impact assessment as there is no discriminatory impact on individuals or groups.

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?	Some of the wording of the policy was changed and inclusive mention made of specific issues such as Facial disfigurement.	It was felt that the comments were received were valid, and necessary for the UHB us to demonstrate its commitment to equality, diversity and human rights as well as demonstrating that we would listen and act upon the views of others	Those who made the comments, those they represent and others who the changed wording would apply to directly and indirectly.	Equality Manager is responsible for its inclusion into the policy	Immediate
2. Where a Policy may have differential impact on certain groups, state what	n/a	n/a	n/a	n/a	n/a

arrangements are in place or are proposed to mitigate these impacts?					
3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	n/a	n/a	n/a	n/a	n/a
4. Describe any mitigating actions taken?	n/a	n/a	n/a	n/a	n/a
5. Provide details of any actions planned or taken	The policy makes clear the UHB intention in terms	To meet our legal, social and moral obligations.	Our staff, patients, volunteers,	The responsibility for implementing the scheme falls to	This is a policy where the use of the word'

to promote equality .	of training, recruitment and its future strategies, for example.		contractors and others.	all employees and UHB Board members, volunteers, agents or contractors delivering services or undertaking work on behalf of the UHB.	ongoing' can be justified.
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Date:	9 th June 2011
Monitoring Arrangements:	The policy will be monitored at regular intervals by the Equality Strategy Steering Group. It is recommended that this policy is reviewed inline with the current guidelines of the UHB, unless there is a change in relevant legislation in which case, the policy should be reviewed within 6 months of new legislation and changes made accordingly.
Review Date:	June 2014

Signature of all Parties:	<i>KgWilkinson</i> – Equality Manger
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