

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?	Human Tissue In Clinical Research Management Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	To ensure that the UHB in relation to research activities, complies with the Human Tissue Act and the Codes of Practices set by the Human Tissue Authority specifically Codes of Practice one, five, eight and nine (Consent, Disposal, Import and Export and Research respectively).
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Medical Director
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Governance Officer Human Tissue Act -Research
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 EqIA?	Research Governance Policy Equality, Diversity & Human Rights Policy
6.	Stakeholders - Who is involved with or affected by this Policy?	All UHB staff involved in research, involving human tissue Patients, carers and family members are also affected by this policy

Step 1 - Preparation

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.	Availability of staff to free up time to attend education sessions
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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	No evidence found internet search undertaken 28 th November 2011. Nottingham University Hospitals EIA Use of Human Tissues in Research Policy – no impact identified Leeds Teaching Hospitals NHS Trust & University of Leeds Joint Policy for the Storage of Human Tissue - no impact identified	Eliminating Discrimination and Eliminating Harassment	X	Promoting Equality of Opportunity	X	Promoting Good Relations and Positive Attitudes	X	Encouraging participation in Public Life	X	Take account of difference even if it involves treating some individuals more favourably*	
Disability	No evidence found internet search undertaken 28 th November 2011. Nottingham University Hospitals EIA Use of Human Tissues in Research Policy – no impact identified Leeds Teaching Hospitals NHS Trust & University of Leeds Joint Policy for the Storage of Human Tissue - no impact identified		X		X		X		X		✓
Gender	No evidence found internet search undertaken 28 th November 2011. Nottingham University Hospitals EIA Use of Human Tissues in Research Policy – no impact identified Leeds Teaching Hospitals NHS Trust & University of Leeds Joint Policy for the Storage of Human Tissue - no impact identified		X		X		X		X		
Sexual Orientation	No evidence found internet search undertaken 28 th November 2011. Nottingham University Hospitals EIA Use of Human Tissues in Research Policy – no impact identified Leeds Teaching Hospitals NHS Trust & University of Leeds Joint Policy for the Storage of Human Tissue - no impact identified		X		X		X		X		
Age	No evidence found internet search undertaken 28 th November 2011.		X		X		X		X		

	Nottingham University Hospitals EIA Use of Human Tissues in Research Policy – no impact identified Leeds Teaching Hospitals NHS Trust & University of Leeds Joint Policy for the Storage of Human Tissue - no impact identified									
Religion or Belief	No evidence found internet search undertaken 28 th November 2011. Nottingham University Hospitals EIA Use of Human Tissues in Research Policy – no impact identified Leeds Teaching Hospitals NHS Trust & University of Leeds Joint Policy for the Storage of Human Tissue - no impact identified		X		X		X		X	
Welsh Language	No evidence found internet search undertaken 28 th November 2011		X		X		X		X	
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 principles of the legislation will be adhered to and with particular regard to right to life; not being treated in a degrading way and to respect for private and family life, home and correspondence									

*** 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	1	0	0
Disability	1	0	0
Gender	1	0	0
Sexual Orientation	1	0	0
Age	1	0	0
Religion or Belief	1	0	0
Welsh Language	1	0	0
Human Rights	1	0	0

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:	Human Tissue In Clinical Research Management Policy
Organisation:	Cardiff and Vale University Health Board
Name:	Pat Tamplin
Title:	Governance Officer Human Tissue Act -Research
Department:	Research &Development Office
Summary of Assessment:	No evidence of any impact since the policy is consistent and applies to everyone involved in research involving human tissue within Cardiff and Vale University Health Board
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">No</p> <p>Decision taken based on the fact that policy is consistent and applies to everyone involved in research involving human tissue within Cardiff and Vale UHB</p>

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 thaction(s)?	Timescale
1. What changes have been made as a result of the EqIA?	N/A	N/A	N/A	N/A	N/A
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?		N/A	N/A	N/A	N/A
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 to promote equality .	<p>We have included an equality statement into the guideline that clearly states that the policy is applicable to all as appropriate to individual, service area and organisational circumstances</p> <p>We would provide copies of the document in alternative formats, including Welsh if required as via appropriate Single Equality and Welsh Language Schemes.</p>	<p>The UHB want to be explicit about its commitment to the equality agenda/legislation.</p> <p>To ensure that are policies are accessible to all</p>	<p>Patients will be primary benefit which will impact positively on their families and/or patients as applicable</p> <p>Any individual making the request as well as the organisations reputation.</p>	Appropriate staff and Managers	<p>Already completed within the document</p> <p>There is no timescale as this will be responsive to individual need.</p>

Date:	28/11/11
Monitoring Arrangements:	6 monthly review at Research Governance Group
Review Date:	3 years from date of approval
Signature of all Parties:	<i>Pat Tamplin</i> Pat Tamplin