



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 EqlA.

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?	The Management of Stress and Mental Health Wellbeing in the Workplace Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>The policy aims include the following</p> <ul style="list-style-type: none">• To maximise the psychological health and well-being of all staff.• To encourage the creation of a working environment in which employees and managers are proactive in the identification of opportunities to enhance employee well-being.• To promote a healthy and safe environment which fosters a culture of trust, co-operation and mutual respect and within which all staff treat each other with dignity.• To develop a culture that is supportive and non judgmental of people with mental health problems.• To provide timely, effective and appropriate assistance for staff in managing stress in themselves and in others. In particular, to encourage better individual recognition and management of personal health issues, which is particularly important for issues of mental well-being where “stress” can be a response to a number of factors.

Step 1 - Preparation

- To recognise the links between mental health and musculoskeletal problems and where identified to provide advice and assistance.
- To reduce and, if possible, control risks to mental health in relation to work.
- To recognise that the best interests of the UHB can be met when a balance between the aspirations, ambitions and demands of the Health Board and those of its staff are achieved.
- To recognise that action to prevent stress is far more effective than dealing with it after it has arisen.

Responsibility for achieving the policy aims rests at all levels of the organisation through the appropriate management of risks to health, provision of services by the Health & Safety, Occupational Health and Employee Wellbeing Services and engagement of employees.

3. **Who Owns/Defines the Policy?** - who is responsible for the Policy/work?

The Mental Health Wellbeing Steering Group. This group is chaired by the Assistant Director of Workforce and OD (Sarah Morley) while the Director of Workforce and OD (Tracy Myhill) is the nominated Executive Lead with responsibility for monitoring the implementation of and compliance with the policy. The group includes representatives from Health & Safety (Rachael Daniel, Charles Dalton), Occupational Health (Dr Michael Glenn, Nicola Bevan), Employee Wellbeing Service (Dr Clare Wright), Human Resources (Sue Barrow, Claire Smith), Leadership Education & Development (Ceri Butler), and Staff side Representatives from Unison (Steve Careless) and RCN (Claire Bateman-Jones).

Step 1 - Preparation

4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Dr Clare Wright (Employee Wellbeing Service) is leading on the process along with Rachael Daniel (Health and Safety) and Steve Careless (Staff Health and Safety Advisor UNISON), in consultation with all members of the Mental Health Wellbeing Steering Group named above.
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?	<p>The Health and Safety Committee plays a pivotal role in ensuring the implementation of this policy. This policy relates positively with other policies as follows</p> <ul style="list-style-type: none">• The Health and Safety Policy• The Occupational Health Policy• Sickness Absence (all Wales) Policy• Equality and Human Rights Policy• Dignity At Work Policy• Redeployment Policy• Work / Life Balance / Flexible Working Guidelines• Alcohol Drug and Substance Misuse Policy

Step 1 - Preparation

6.	Stakeholders - Who is involved with or affected by this Policy?	All employees of Cardiff and Vale 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.	<p>Factors that may contribute to the outcomes</p> <ul style="list-style-type: none">• Awareness of the policy requirements will be given as part of Mandatory training• Reference to the policy and details of how to access the Employee Wellbeing Service are included in the staff handbook.• Management training in the management of stress will be offered through the e-learning package• Ongoing provision of Health and Safety, Occupational Health, LED and Employee Wellbeing services <p>Factors that may detract from the outcomes</p> <ul style="list-style-type: none">• Financial context – both for the organisation and for employees generally.• Organisational change

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	This policy will have an equal impact for all racial groups	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	This policy will have an equal impact on all staff regardless of their ability / disability														
Gender	This policy will have an equal impact on both gender groups														
Sexual Orientation	This policy will have an equal impact for all orientations														
Age	This policy will have an equal impact for all age groups														
Religion or Belief	This policy will have an equal impact on all religious groups														
Welsh Language	This policy will have an equal impact regardless of language media.														
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	This policy will have no impact on Human Rights														

* 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	0	0
Disability	3	0	0
Gender	3	0	0
Sexual Orientation	3	0	0
Age	3	0	0
Religion or Belief	3	0	0
Welsh Language	3	0	0
Human Rights	0	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:	The Management of Stress and Mental Health Wellbeing in the Workplace Policy
Organisation:	Cardiff and Vale University Health Board
Name: Title: Department:	Dr Clare Wright Acting Head of Employee Wellbeing Service / Lead Clinician for Organisational Health Employee Wellbeing Service
Summary of Assessment:	The Equality Impact Assessment Questionnaire undertaken identifies that there is no obvious evidence of any equality concerns relating to the UHB Management of Stress and Mental Health Wellbeing in the Workplace Policy.
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">No</p> <p>The Equality Impact Assessment Questionnaire and literature review has identified no obvious evidence of any equality concerns relating to the UHB Management of Stress and Mental Health Wellbeing in the Workplace Policy.</p> <p>Therefore the representatives of the Mental Health Wellbeing Steering Group, (i.e. Rachael Daniel, Steve Careless and Clare Wright) have taken the decision not to progress with Part B, the Equality Impact Assessment Questionnaire Action Plan, based on the evidence obtained.</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 EqlA 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.

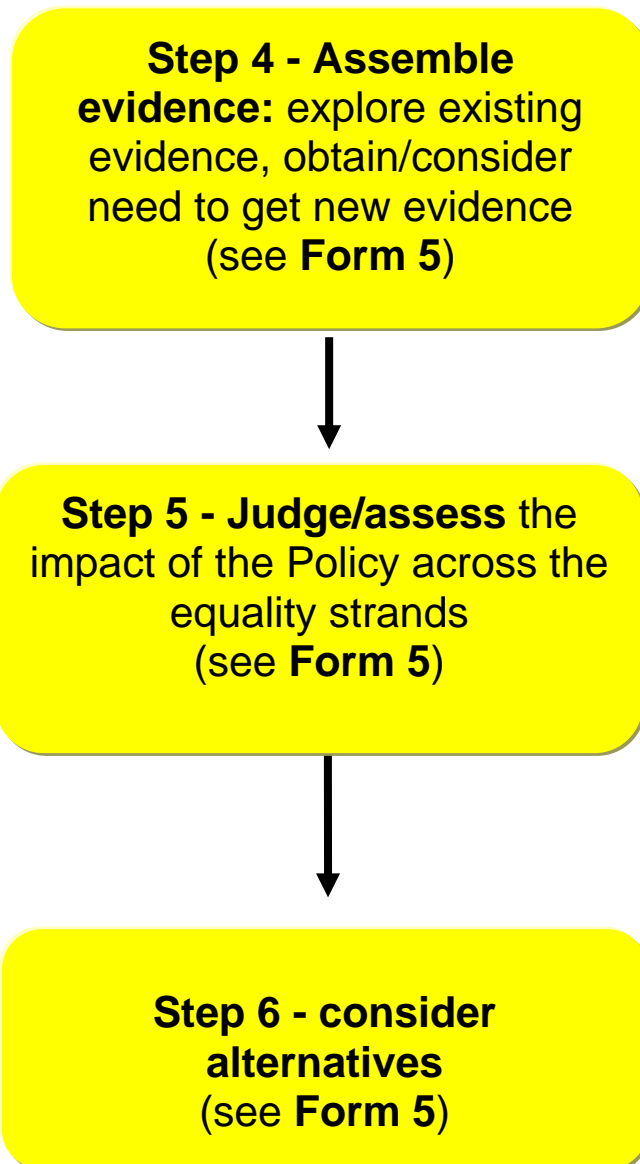
	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqlA?					
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?					

3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.					
4. Describe any mitigating actions taken?					
5. Provide details of any actions planned or taken to promote equality .					

Date:	
Monitoring Arrangements:	
Review Date:	
Signature of all Parties:	

Part B: Equality Impact Assessment

Part B has three steps:



Form 5: Equality Impact Assessment

Step 4 - Assemble evidence		
1.	Do you have adequate information? Refer to Form 2 (Part A, Step 2: <i>Evidence Gathering</i>) If not, can the Policy go ahead during this process?	
2.	Does the evidence relate to all strands? (please explain)	
3.	What additional information is required?	
4.	State which representative bodies of relevant groups you will liaise with for support. Is the information representative?	

Step 5 - Judge/assess the impact of the policy across the equality strands

Detail below whether you have identified any positive, adverse or differential effect for any of the following strands:

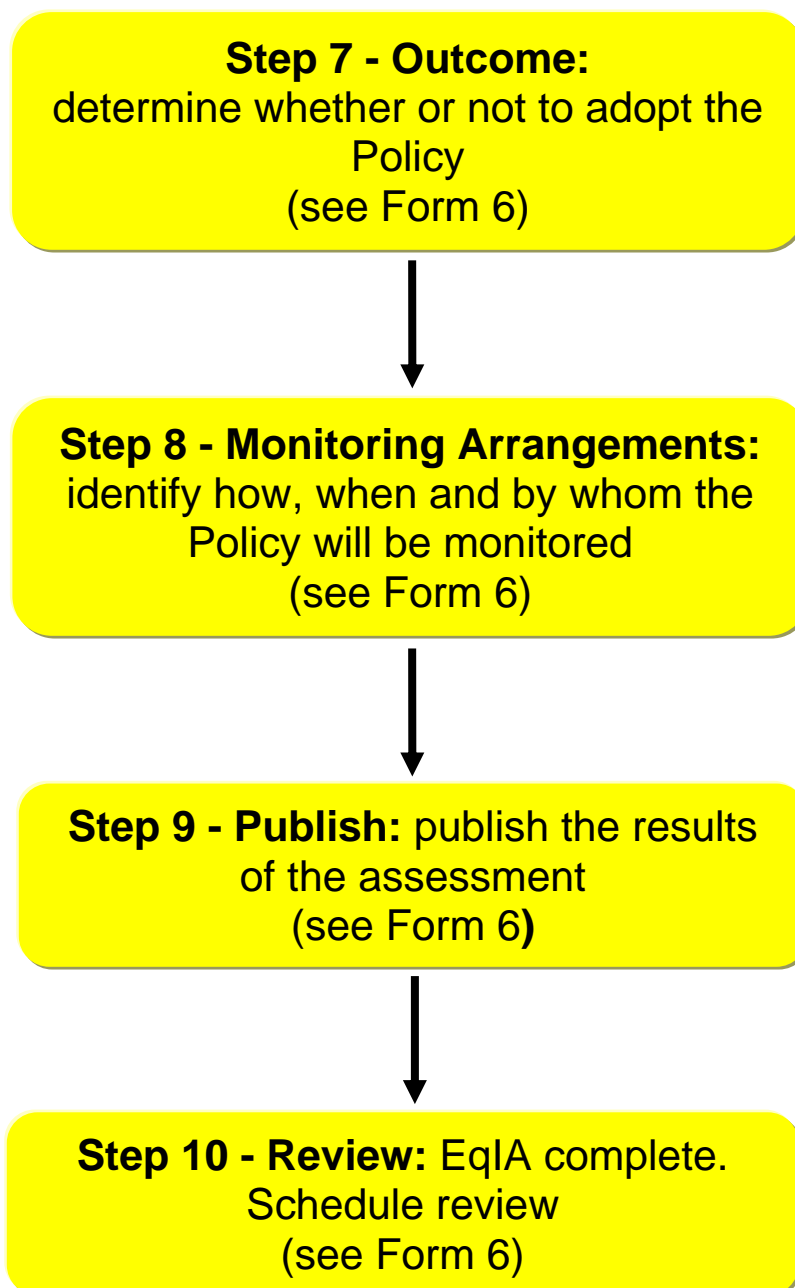
EQUALITY STRAND/GROUP					
		Adverse	Differential	Positive	Comments
Age					
Disability					
Gender					
Race					
Religion or Belief					
Sexual Orientation					
Welsh Language					
Human Rights					

Step 6 - Consider Alternatives

6.	Describe any mitigating actions taken to reduce adverse impact.				
7.	Is there a handling strategy for any unavoidable but not unlawful negative impacts that cannot be mitigated?				
8.	Describe actions taken to maximise the opportunity to promote equality i.e. changes to the Policy, regulation, guidance, communication, monitoring or review				
9.	What changes have been made as a result of the equality impact assessment?				

Part C: Outcome, Monitoring, Publication and Review

Part C is a four step process as follows:



Form 6: Outcome, Monitoring, Publication and Review

Step 7 - Outcome: determine whether to adopt the policy or not		
1.	Will the policy be adopted?	
2.	<p>If No please give reasons and any alternative action(s) agreed:</p> <p>(If the policy is not to be adopted please proceed to step 9).</p>	
Step 8 - Monitoring arrangements: identify how, when and by whom the policy will be monitored.		
3.	How will the policy be monitored?	
4.	What monitoring data will be collected?	

5.	How will this data be collected?	
6.	When will the monitoring data be analysed?	
7.	Who will analyse the data?	
Step 9 - Publish the results of the assessment		
8.	What changes have been made?	
9.	Describe any mitigating actions taken Provide details of any actions taken to promote equality	

10.	Describe the arrangements for publishing the EQIA Outcome Report	
Step 10 - Schedule review		
11.	When will the policy be subject to a further review?	