



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?	Risk Management 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 aim of this document is to outline the UHB's commitment to ensure the effective management of risk and identify how this will be achieved. It will specify who is responsible at each stage of the process.</p> <p>The objective of this policy is to define the framework and procedures for the implementation of adequate arrangements to manage risk within the UHB and establish:-</p> <ul style="list-style-type: none">• The objectives of the UHB's Risk Management arrangements;• Definitions of relevant terms;• Characteristics of effective risk management;• Risk management principles;• Relative responsibilities;• The UHB's "Risk Tolerance";• How Risk Management contributes to providing an Assurance Framework and the interface with other initiatives; and• The UHB's Risk Management procedures.

Step 1 - Preparation

3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Director of Governance
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Risk and Governance Manager
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?	This policy provides the overarching framework for the management of risk within the UHB. It will be supported by policies and procedures which will be developed in response to specific risk areas e.g. Health and Safety.
6.	Stakeholders - Who is involved with or affected by this Policy?	The policy applies to Independent Members, Directors, Divisional Teams and senior managers. It also applies to all employees irrespective of their status.

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.

Principle factors are awareness, understanding of and compliance with the Policy. Compliance will deliver the expected outcomes.

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	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		X		X		X		X		X	X
Gender	No evidence		X		X		X		X		X	X
Sexual Orientation	No evidence		X		X		X		X		X	X
Age	No evidence		X		X		X		X		X	X
Religion or Belief	No evidence		X		X		X		X		X	X
Welsh Language	No evidence		X		X		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 policy applies to all employees and Independent Members outlining specific roles and responsibilities where appropriate. Suitable and sufficient assessment and management of risk will ensure that any risks that the organisation faces with regard to the Human Rights Act, particularly in terms of prohibition of discrimination are appropriately identified and mitigated.											

* 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:	Risk Management Policy
Organisation:	Cardiff and Vale University Health Board
Name: Title: Department:	Melanie Westlake Risk and Governance Manager Governance Division
Summary of Assessment:	There is no evidence of any impact as the policy applies to all employees in accordance with the role that they perform. Within these roles it applies equally to all relevant staff.
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">Yes/No</p> <p>Decision based on the assessment that there is no evidence to suggest that there is an impact on any groups in respect of gender (including maternity and pregnancy as well as marriage or civil partnership issues), race, disability, sexual orientation, Welsh language, religion or belief, transgender, age or other protected characteristics.</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?	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				

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

Date:	8 th November 2010
Monitoring Arrangements:	<p>Policy to be reviewed in 12 months. Effectiveness of Policy and impact assessed via a number of means e.g. Internal Audit, lessons from incidents, complaints and claims, risk assessment review.</p>
Review Date:	TBA – one year from approval of policy
Signature of all Parties:	Melanie Westlake, Risk and Governance Manager