



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?	Standards of Behaviour Framework Policy Incorporating Declarations of Interests and Gifts, Hospitality and Sponsorship
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The Policy defines the standards of conduct expected of all Trust staff, including Non Executive Directors, regarding private interests as they relate to public service duties in the Trust. Thus the policy applies equally to all employees regardless of background or other factors.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Compliance Office of the Corporate Management Directorate
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Senior Managers in Corporate Management as authors and reviewers of the Policy. Senior Managers involved in procurement processes who need to maintain rigorous impartiality.

Step 1 - Preparation

5.	<p>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>	<p>Other relevant Policies are:</p> <p>Whistleblowing Policy Policy on Personal Use of Trust Resources Prevention of Fraud and Corruption Policy Procurement Policy and Rules</p> <p>All of which have been subject to EqIA.</p>
6.	<p>Stakeholders - Who is involved with or affected by this Policy?</p>	<p>The Policy applies to all staff and Non Executive Directors. Directors, general managers and line managers are responsible for advising staff accordingly. The policy applies equally to all employees irrespective of job status or other factors.</p>

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. Patients and/or others may not be aware of the Policy and its impact.

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	Experience of the previous operation of the Policy. Assessment of Workforce Equality Reports.	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	“		/		/		/		/		
Gender	“		/		/		/		/		
Sexual Orientation	**		/		/		/		/		
Age	**		/		/		/		/		
Religion or Belief	**		/		/		/		/		
Welsh Language	**		/		/		/		/		
<p>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.</p>											
Human Rights	<p>The policy applies equally to all employees irrespective of job status or other factors and is line with the spirit of the Human Rights Act particularly in terms of prohibition of discrimination.</p>										

* 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 - This may or may not change depending on workforce data but would be 1 if changed	0
Disability	1	0 - This may or may not change depending on workforce data but would be 1 if changed	0
Gender	1	0 - This may or may not change depending on workforce data but would be 1 if changed	0
Sexual Orientation	1	“	0
Age	1	“	0
Religion or Belief	1	“	0
Welsh Language	1	“	0
Human Rights	1	“	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

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	Low positive
+2	Medium positive
+3	High positive

1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Declarations of Interests and Gifts, Hospitality and Sponsorship Policy
Organisation:	Cardiff and Vale NHS Trust
Name: Title: Department:	D P Harrett Senior Manager Corporate Management
Summary of Assessment:	This Policy applies equally to all staff and Non Executive Directors. It has no or low potential impact on any equality strand.
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">No</p> <p style="text-align: center;">Please record reason(s) for decision</p> <p>See summary above. Previous experience of operating the Policy confirms the conclusion of this assessment that there is no or little impact.</p>

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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.

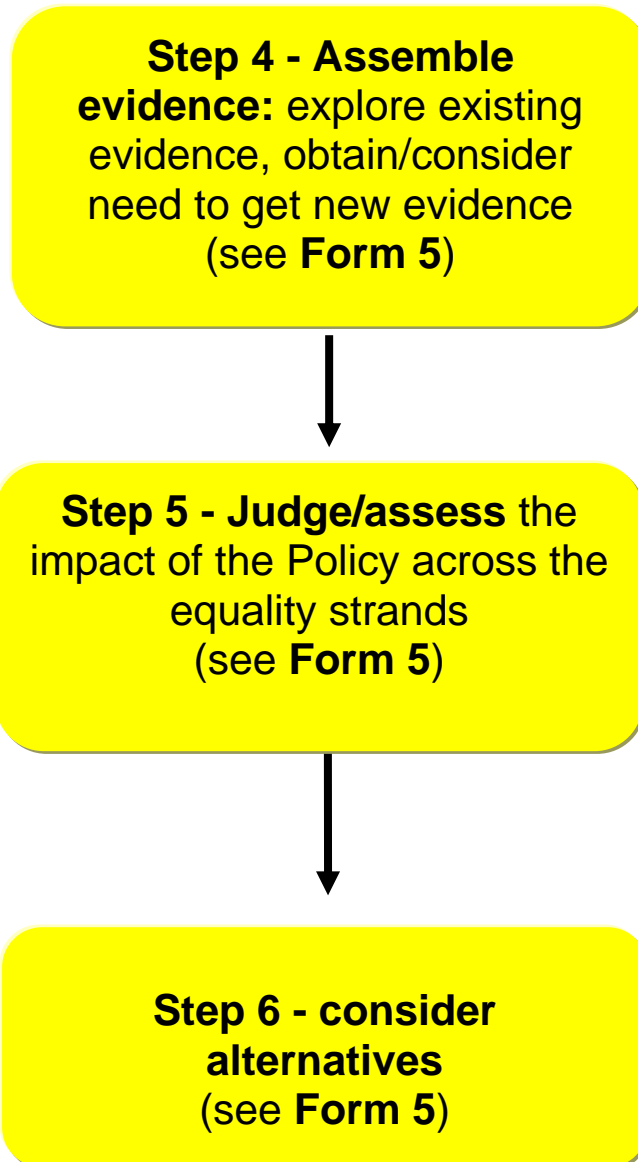
	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?					
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate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

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

Date:	
Monitoring Arrangements:	
Review Date:	The Policy will be formally reviewed no more than three years after approval.
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:

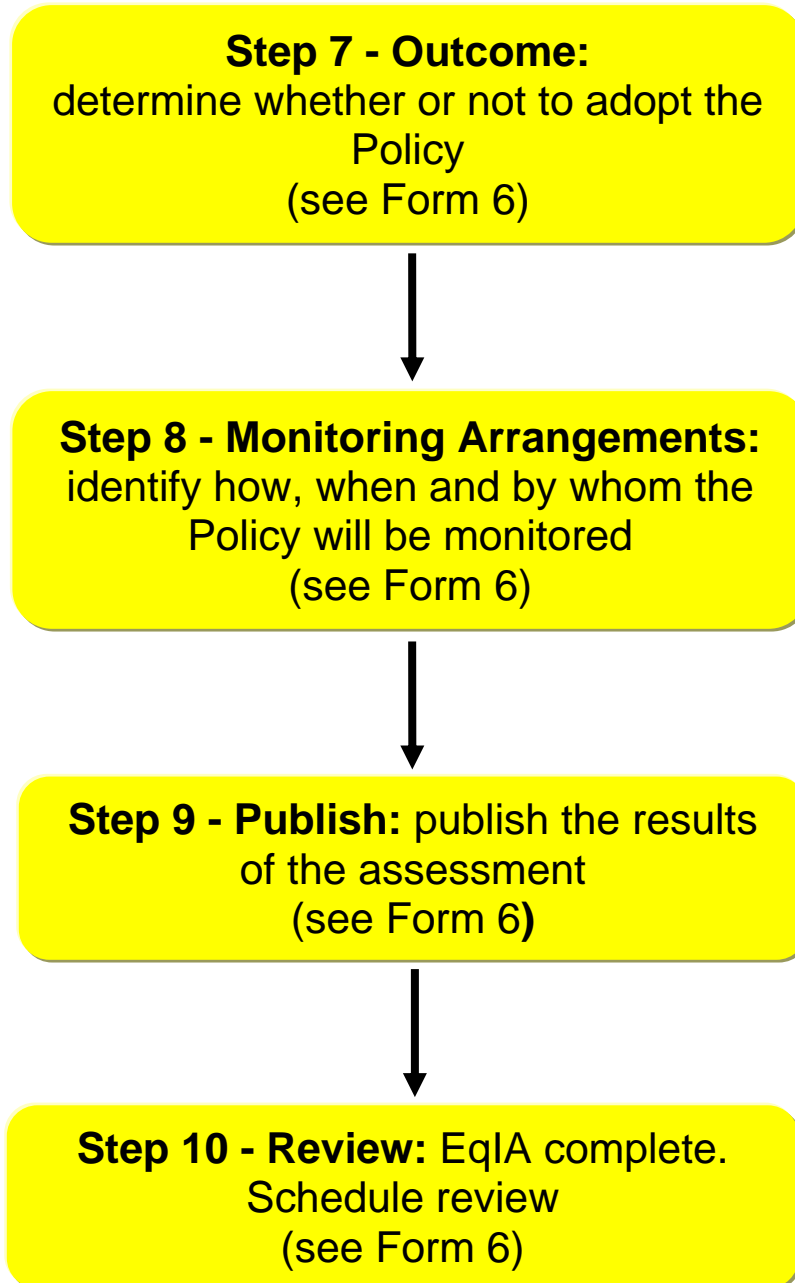
EQUALITY STRAND/GROUP					
		Adverse	Differential	Positive	Comments
Age					
Disability					
Gender					
Race					
Religion or Belief					
Sexual Orientation					
Welsh Language					
Human Rights					

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.	If No please give reasons and any alternative action(s) agreed: (If the policy is not to be adopted please proceed to step 9).	
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?	