

Cardiff and Vale University Health Board

**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).

<b>Step 1 - Preparation</b>		
1.	<b>Title of Policy</b> - what are you equality impact assessing?	New and Changed Jobs Protocol
2.	<b>Policy Aims and Brief Description</b> - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>To provide guidance to managers and staff (at Divisional, Directorate and Departmental level) on actions to be taken in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. New Jobs - whenever new posts and new Job Descriptions are created to allow recruitment to be undertaken; and/or</li> <li>2. Changed Jobs - whenever an employee's existing Job Description is amended to take account of changes in duties or responsibilities. This is in effect a personal regrading.</li> </ol> <p>Adherence with this Protocol will ensure that the processes for developing new job descriptions and changing existing ones are fair, equitable, accessible and consistent.</p>
3.	<b>Who Owns/Defines the Policy?</b> - who is responsible for the Policy/work?	<p>The Director of Workforce and OD is responsible for the implementation of the Protocol.</p> <p>This will be operationally managed by the Head of HR Policy and Compliance and the Human Resources team.</p>

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Step 1 - Preparation		
4.	<p><b>Who is Involved in undertaking this EqIA?</b> - who are the key contributors to the EqIA and what are their roles in the process?</p>	<p>Head of HR Policy and Compliance Senior HR Policy and Compliance Officer Independent Member – Trade Union</p>
5.	<p><b>Other Policies</b> - 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>Recruitment Policy Agenda for Change Terms and Conditions Handbook</p>
6.	<p><b>Stakeholders</b> - Who is involved with or affected by this Policy?</p>	<p>All staff employed on Agenda for Change Terms and Conditions Managers of staff employed on Agenda for Change Terms and Conditions Human Resources Staff Representatives Trained Job Matchers</p>
7.	<p><b>What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes?</b> These could be internal or external factors.</p>	<p>Access to trained staff representatives Managers understanding their responsibilities and providing all of the required information</p>

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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.									
<p><b>Race</b></p>	<p><a href="http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N">http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N</a></p> <p>and</p> <p><a href="http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A">http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A</a></p> <p>both accessed on 13 August 2012</p> <p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods and services or employment issues</p>	<p>Eliminating Discrimination and Eliminating Harassment</p>	<p>Y</p>	<p>Promoting Equality of Opportunity</p>	<p>Y</p>	<p>Promoting Good Relations and Positive Attitudes</p>	<p>Y</p>	<p>Encouraging participation in Public Life</p>	<p>Y</p>	<p>Take account of difference even if it involves treating some individuals more favourably*</p>	
<p><b>Disability</b></p>	<p><a href="http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N">http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N</a></p> <p>and</p> <p><a href="http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A">http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A</a></p> <p>both accessed on 13 August 2012</p> <p>The Equality Act 2010 requires that we do not discriminate against</p>				<p>Y</p>				<p>Y</p>		

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	our staff in the provision of goods and services or employment issues								
<b>Gender</b>	<p><a href="http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N">http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N</a></p> <p>and</p> <p><a href="http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A">http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A</a></p> <p>both accessed on 13 August 2012</p> <p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods and services or employment issues</p>	Y		Y		Y		Y	
<b>Sexual Orientation</b>	<p><a href="http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N">http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N</a></p> <p>and</p> <p><a href="http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A">http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A</a></p> <p>both accessed on 13 August 2012</p> <p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods and services or employment issues</p>	Y		Y		Y		Y	
<b>Age</b>	<p><a href="http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N">http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAklDwAQ&amp;start=10&amp;sa=N</a></p>	Y		Y		Y		Y	

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	<p>and</p> <p><a href="http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A">http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A</a></p> <p>both accessed on 13 August 2012</p> <p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods and services or employment issues</p>									
<b>Religion or Belief</b>	<p><a href="http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAkIDwAQ&amp;start=10&amp;sa=N">http://www.google.co.uk/search?q=job+evaluation+policy+eqia&amp;hl=en&amp;safe=vss&amp;gbv=2&amp;prmd=ivns&amp;ei=1NYoUPzOCciH4gTAkIDwAQ&amp;start=10&amp;sa=N</a></p> <p>and</p> <p><a href="http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A">http://www.google.co.uk/search?hl=en-GB&amp;source=hp&amp;q=new+and+changed+jobs+eqia&amp;gbv=2&amp;oq=new+and+changed+jobs+eqia&amp;gs_l=hp.3...614550.623081.0.623737.27.26.1.0.0.0.203.3139.9j16j1.26.0...0.0...1c.2hSErx3Or5A</a></p> <p>both accessed on 13 August 2012</p> <p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods and services or employment issues</p>		Y		Y		Y		Y	
<b>Welsh Language</b>	No evidence found		N		N		N		N	

**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.**

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<b>Human Rights</b>	The UHB and this Protocol adhere to the 5 key principles of the Human Rights Act i.e. Fairness, Respect, Equality, Dignity and Autonomy (FREDA). Cardiff and Vale UHB welcomes and recognises the diversity of its staff in terms of gender, religions, ethnicity, disabilities and cultures.
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**\* 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.**

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**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	None
Disability	1	0	None
Gender	1	0	None
Sexual Orientation	1	0	None
Age	1	0	None
Religion or Belief	1	0	None
Welsh Language	1	0	None
Human Rights	1	0	None

**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

**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)

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+2	Medium positive
+3	High positive


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**FORM 4: (Part A) Outcome Report**

<b>Policy Title:</b>	New and Changed Jobs Protocol
<b>Organisation:</b>	Cardiff and Vale UHB
<b>Name:</b> <b>Title:</b> <b>Department:</b>	Andrew Crook Head of HR Policy and Compliance Workforce and OD
<b>Summary of Assessment:</b>	Job evaluation is based on job content, not individual performance or ability.  From an equalities perspective, and having taken the evidence into consideration as above, none of the equality areas assessed have an impact.
<b>Decision to Proceed to Part B Equality Impact Assessment:</b>	<b>Yes/No</b>  <b>Please record reason(s) for decision</b>  No  No impact was found

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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.

	<b>Action(s) proposed or taken</b>	<b>Reasons for action(s)</b>	<b>Who will benefit?</b>	<b>Who is responsible for this action(s)?</b>	<b>Timescale</b>
1. What <b>changes</b> 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 <b>mitigate</b> these impacts?	n/a	n/a	n/a	n/a	n/a

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

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<b>Date:</b>	13 August 2012
<b>Monitoring Arrangements:</b>	To be monitored on ongoing basis as part of the Policy implementation and evaluation process.
<b>Review Date:</b>	To be reviewed in three years or when Policy is reviewed.
<b>Signature of all Parties:</b>	Andrew Crook, Head of HR Policy and Compliance Rachel Pressley, Senior HR Policy and Compliance Officer Stuart Egan, Independent Member – Trade Union