

## 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?	Combining breast feeding and returning to work Guidelines
2.	<b>Policy Aims and Brief Description</b> - what are its aims? Give a brief description of the Policy (The What, Why and How?)	To provide guidance on the processes to be followed and support offered for staff breast feeding and returning to work.
3.	<b>Who Owns/Defines the Policy?</b> - who is responsible for the Policy/work?	Director of Workforce and OD  The Guidance Notes have been developed in partnership (i.e. HR, corporate, clinical and staff representatives) and considered by the Employment Policy Sub Group
4.	<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?	Rachel Pressley, Senior HR Policy and Compliance Officer Claire Bateman Jones, RCN Debbie Roberts, Breastfeeding Co-ordinator, Cardiff Flying Start
5.	<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?	Flexible Working Policy / Work Life Balance Guidelines Procedure for Risk Assessment for New and Expectant Mothers Breastfeeding Policy (in draft) Maternity Adoption and Paternity Guidance Notes

**Step 1 - Preparation**

6.	<b>Stakeholders</b> - Who is involved with or affected by this Policy?	Staff who are returning from maternity leave Managers (for risk assessments, provision of facilities etc)
7.	<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.	Manager's understanding of their responsibilities Accessible Communication of the Guidance Notes to raise awareness

## Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.										
<b>Race</b>	<p><a href="http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N">http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N</a> accessed on 16.07.13</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>Eliminating Discrimination and Eliminating Harassment</b>	X	<b>Promoting Equality of Opportunity</b>	X	<b>Promoting Good Relations and Positive Attitudes</b>	X	<b>Encouraging participation in Public Life</b>	X	<b>Take account of difference even if it involves treating some individuals more favourably*</b>		
<b>Disability</b>	<p><a href="http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N">http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N</a> accessed on 16.07.13</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>		X		X		X		X		X	X
<b>Gender</b>	<p><a href="http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N">http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N</a> accessed on 16.07.13</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>These guidelines apply equally to all women who combine returning to work and breastfeeding regardless of what capacity, department or site they work in. It is recognised that the only staff who utilise the guidelines will be women of a child bearing age.</p>		X		X		X		X		X	
<b>Sexual Orientation</b>	<p><a href="http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N">http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N</a> accessed on 16.07.13</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>		X		X		X		X		X	

<p><b>Age</b></p> <p><a href="http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N">http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N</a> accessed on 16.07.13</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>These guidelines apply equally to all women who combine returning to work and breastfeeding regardless of what capacity, department or site they work in. It is recognised that the only staff who utilise the guidelines will be women of a child bearing age</p>			X		X		X		X		
<p><b>Religion or Belief</b></p> <p><a href="http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N">http://www.google.co.uk/search?q=eqia+returning+to+work+and+breastfeeding+policy&amp;safe=vss&amp;hl=en-GB&amp;gbv=2&amp;prmd=ivns&amp;ei=IhnlUafGHcuGhQediCAAQ&amp;start=0&amp;sa=N</a> accessed on 16.07.13</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>			X		X		X		X		
<p><b>Welsh Language</b></p> <p>No evidence found</p> <p>These guidelines could be made available in Welsh upon request</p>			X		X		X		X		
<p><b>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.</b></p>											
<p><b>Human Rights</b></p>	<p>The Maternity, Adoption and Paternity Guidance Notes and the UHB 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. We will take a sensitive approach when this affects staff who choose to combine breastfeeding and returning to work</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	NONE
Disability	1	0	NONE
Gender	2	+1	POSITIVE
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
+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

<b>Policy Title:</b>	Guidelines on combining breast feeding and returning to work
<b>Organisation:</b>	Cardiff and Vale University Health Board
<b>Name:</b>	Rachel Pressley
<b>Title:</b>	Senior HR Policy and Compliance Officer
<b>Department:</b>	Workforce and OD
<b>Summary of Assessment:</b>	<p>The intention of these guidelines is to provide guidance on the processes to be followed and support offered for staff breast feeding and returning to work</p> <p>There is no evidence of any negative impact as the guidelines apply equally all staff who choose to combine returning to work and breastfeeding</p> <p>There is a positive impact in that they help support and maintain the health and wellbeing of women following pregnancy.</p>
<b>Decision to Proceed to Part B Equality Impact Assessment:</b>	<p><b><u>No</u></b></p> <p><b>Please record reason(s) for decision</b></p> <p>The only members of staff affected by these guidelines are women who combine returning to work and breastfeeding and their managers. These guidelines apply equally to all women in this situation.</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.

	<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?	Queries received by the Human Resources Advisory Team to be logged with a view to developing Frequently Asked Questions if necessary	To ensure managers and staff understand the information provided and their role	Staff Managers HRAT	HRAT Manager Senior HR Policy and Compliance Officer	6 Months
2. Where a Policy may have differential impact	The only staff who	No action required	Not applicable	Not applicable	Not applicable

<p>on certain groups, state what arrangements are in place or are proposed to <b>mitigate</b> these impacts?</p>	<p>will utilise the facilities set out in this policy are women of child bearing age</p>				
<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>	<p>No adverse impact</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>

4. Describe any <b>mitigating actions</b> taken?	none	Not applicable	Not applicable	Not applicable	Not applicable
5. Provide details of any actions planned or taken to <b>promote equality</b> .	none	Not applicable	Not applicable	Not applicable	Not applicable

<b>Date:</b>	16 July 2013
<b>Monitoring Arrangements:</b>	Three years or when changes in legislation require it
<b>Review Date:</b>	July 2016
<b>Signature of all Parties:</b>	Rachel Pressley, HR Policy and Compliance Officer Claire Bateman-Jones, RCN Debbie Roberts, Breastfeeding Co-ordinator, Cardiff Flying Start