



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?	Free to Lead Free to Care – All Wales NHS Dress Code
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>An All Wales NHS Dress Code has been developed by the Welsh Assembly Government to encompass the principles of inspiring confidence, preventing infection and for the health and safety of the workforce.</p> <p>There are six principles which all staff are expected to adopt:</p> <ol style="list-style-type: none"> 1. All staff will be expected to dress in smart (that is, neat and tidy) clean attire in their workplace. 2. All staff will present a professional image in the workplace. 3. Staff should not socialise outside the workplace or undertake social activities while wearing an identifiable NHS uniform. 4. All clinical staff must wear short sleeves or elbow-length sleeves in the workplace to enable effective hand washing techniques. 5. All staff must wear clear identification at all times. 6. Staff who wear their own clothing for work should not wear any clothing that is likely to cause a safety hazard. <p>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 dress and uniform requirements. Where compliance with any aspect of this policy causes difficulties to any individual member of staff this will be discussed with the staff member and their line manager and due consideration given to allowing adjustments where necessary. However the basic principles set out within this policy must be adhered to.</p>

Step 1 - Preparation

3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	<p>The Dress Code has been developed by WAG The Director of Workforce and OD is responsible for the implementation of the Code The Employment Policy Sub Group have received the Dress Code and set up a task and finish group to implement it It has been received by the Local Partnership Forum</p>
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	<p>Dress Code Implementation Task and Finish Group</p>
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>Equality and Human Right Policy Health and Safety Policy Dignity at Work Policy Disciplinary Policy Grievance Policy Thermal comfort procedure</p> <p>The All Wales Dress Code replaces all local dress codes/procedures/policies.</p>

Step 1 - Preparation

6.	Stakeholders - Who is involved with or affected by this Policy?	<p>All UHB staff.</p> <p>It applies to everyone working in an NHS setting, both clinical and non-clinical. This includes, all staff groups, bank staff, work experience placements, honorary contract holders, students and volunteers.</p> <p>The UHB has been asked to ensure that all members of staff have access to and adopts the principles outlined in the all Wales NHS Dress Code. The dress code applies equally across clinical and non-clinical staff working within NHS Wales. The All Wales NHS Dress Code will replace any local policy in order to ensure equity and parity across all healthcare organisations. Compliance will be monitored through local agreement at a local level.</p>
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>The Code is an All Wales code developed by WAG and the implementation of it is mandatory.</p> <ul style="list-style-type: none">Staff attitude and engagementManagers understanding their responsibilitiesPossible financial considerationsAccessible communication of the code (different formats)Managing the implementation of the Code through the development of Frequently Asked Questions

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	<p>http://www.google.co.uk/search?hl=en&safe=vss&sa=X&ei=XNmJTd6lKtKGhQee7rWkDg&ved=0CB4QvwUoAQ&q=NHS+Dress+Codes+equality+impact+assessment&spell=1 23 March 2011</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>See the UHBs Equality Workforce Data Benchmark report for staffing information</p>	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*	X
Disability	<p>http://www.google.co.uk/search?hl=en&safe=vss&sa=X&ei=XNmJTd6lKtKGhQee7rWkDg&ved=0CB4QvwUoAQ&q=NHS+Dress+Codes+equality+impact+assessment&spell=1 23 March 2011</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>See the UHBs Equality Workforce Data Benchmark report for staffing information</p>		X		X		X		X		X
Gender	<p>http://www.google.co.uk/search?hl=en&safe=vss&sa=X&ei=XNmJTd6lKtKGhQee7rWkDg&ved=0CB4QvwUoAQ&q=NHS+Dress+Codes+equality+impact+assessment&spell=1 23 March 2011</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>See the UHBs Equality Workforce Data Benchmark report for staffing information</p> <p>It is recognised that transgendered individuals may have different expectations of the dress code.</p>		X		X		X		X		X
Sexual Orientation	<p>http://www.google.co.uk/search?hl=en&safe=vss&sa=X&ei=XNmJTd6lKtKGhQee7rWkDg&ved=0CB4QvwUoAQ&q=NHS+Dress+Codes+equality+impact+assessment&spell=1 23 March 2011</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>See the UHBs Equality Workforce Data Benchmark report for staffing</p>		X		X		X		X		X

	information									
Age	http://www.google.co.uk/search?hl=en&safe=vss&sa=X&ei=XNmJTd6lKtKGhQee7rWkDg&ved=0CB4QvwUoAQ&q=NHS+Dress+Codes+equality+impact+assessment&spell=1 23 March 2011 <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>See the UHBs Equality Workforce Data Benchmark report for staffing information</p>	X	X	X	X					
Religion or Belief	http://www.google.co.uk/search?hl=en&safe=vss&sa=X&ei=XNmJTd6lKtKGhQee7rWkDg&ved=0CB4QvwUoAQ&q=NHS+Dress+Codes+equality+impact+assessment&spell=1 23 March 2011 <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>See the UHBs Equality Workforce Data Benchmark report for staffing information</p>	X	X	X	X					
Welsh Language	http://www.google.co.uk/search?hl=en&safe=vss&sa=X&ei=XNmJTd6lKtKGhQee7rWkDg&ved=0CB4QvwUoAQ&q=NHS+Dress+Codes+equality+impact+assessment&spell=1 23 March 2011 <p>See the UHBs Equality Workforce Data Benchmark report for staffing information</p>	X	X	X	X					
<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>This Dress Code and our organisation 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 dress and uniform requirements</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	3	-1	Low
Disability	3	0	None
Gender	3	-1	Low
Sexual Orientation	3	0	None
Age	3	0	None
Religion or Belief	3	-1	Low
Welsh Language	1	0	None
Human Rights	2	-1	Low

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:	All Wales NHS Dress Code
Organisation:	Cardiff and Vale UHB
Name:	Rachel Pressley
Title:	HR Policy and Compliance Officer
Department:	Workforce and OD
Summary of Assessment:	<p>The intention behind the Dress Code is to encompass the principles of inspiring confidence, preventing infection and for the health and safety of the workforce.</p> <p>From an equalities perspective, and having taken the evidence into consideration as above, most of the equality areas have low negative impact. These areas which include religion and belief, gender, race and human rights will be taken into account in the action plan. The other areas had no impact.</p>
Decision to Proceed to Part B Equality Impact Assessment:	<p>Yes/<u>No</u></p> <p>Please record reason(s) for decision</p> <p>The action plan that will be undertaken will offset any potential impact</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.

	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?	FAQs is under development. Potential 'panel' for further guidance/interpretation will be established	To provide guidance and clarity, support in interpreting the Code	All staff	Employment Policy Sub Group	6 months
2. Where a Policy may have differential impact on certain groups, state what	Proposed purchase of disposable sleeves or long sleeved garments	To protect the dignity of staff and patients in relation to the 'are below the elbow policy'	Staff and patients	This is still under discussion	3 years

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.	There are occasions when deviation from the expectations laid out will not be allowed e.g. long sleeves during patient interventions	Health and Safety Clinical intervention processes IPC	Patients and staff	Management	3 years
4. Describe any mitigating actions taken?	N/A	N/A	N/A	N/A	N/A
5. Provide details of any actions planned or taken to promote equality .	FAQs to provide guidance for managers and staff on interpreting the Dress Code	To demonstrate the UHBs commitment to the equalities agenda and reduce the number of potential conflicts/ grievances relating to this	Staff	Employment Policies Sub Group via the Dress Code Implementation Task and Finish Group	3 years

Date:	31 May 2011
Monitoring Arrangements:	The Dress Code was developed by WAG and there is no scope for making changes to it, however, Human Resources, staff representatives and the proposed 'Dress Code Panel' will informally monitor it and report issues as they arise to the appropriate Equality Champion
Review Date:	3 years from completion

**Signature of all
Parties:**

Rachel Pressley

Mandy Rayani

Vincent Cain

Peter Hewin

Dawn Ward

Veronica Haskell