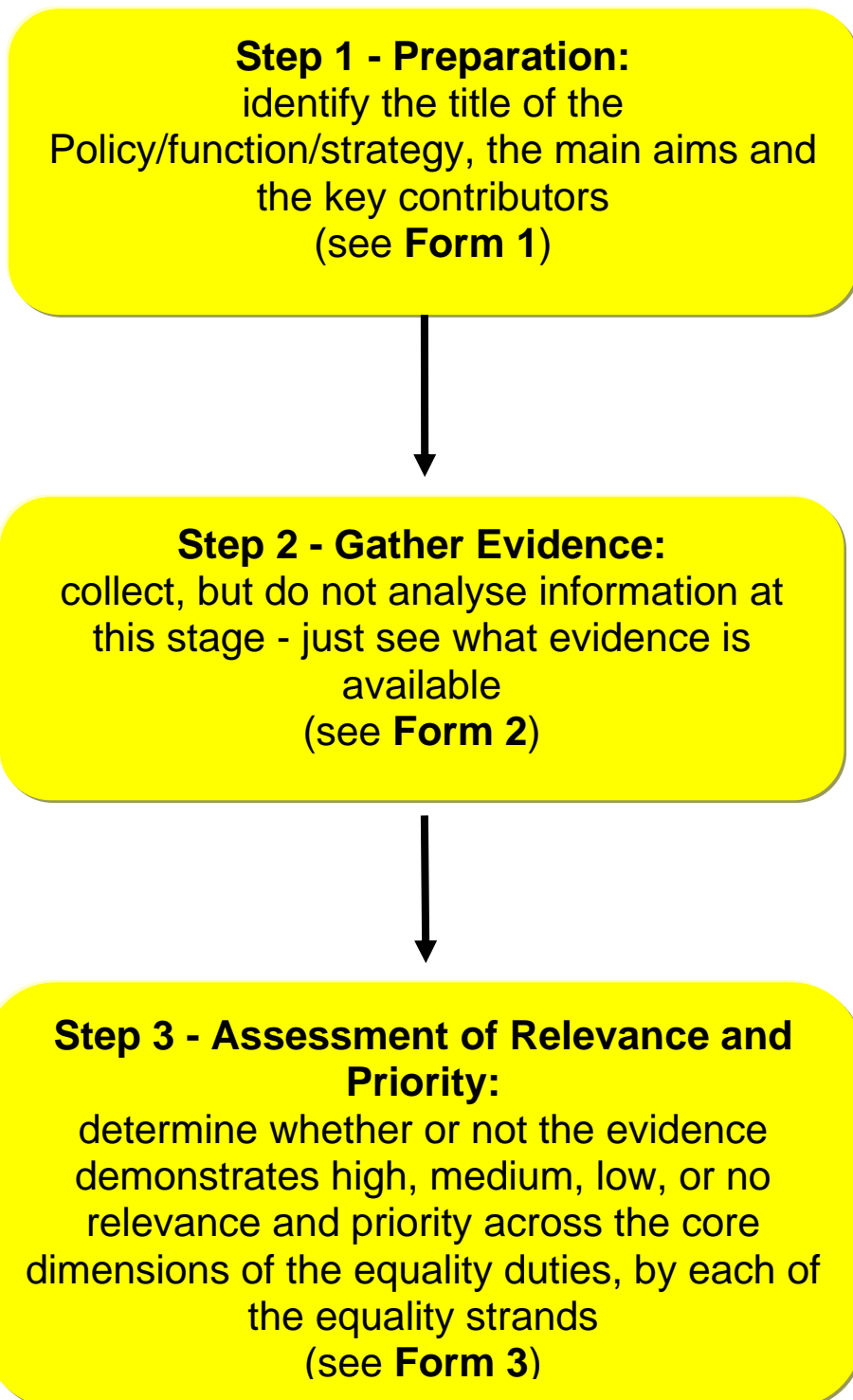


Part A: Preparation and Assessment of Relevance and Priority

Part A is a three step process which will help you to prioritise work and prepare for EqIA.



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?	Loyalty Award Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The Loyalty Award Policy is intended to acknowledge staff commitment and loyalty to the Cardiff and Vale University Health Board, by providing a tangible reward to staff who have completed milestone long service for Cardiff and Vale Health Board and its predecessor organisations.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Jayne Dando, Deputy Director of Human Resources
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Claire Smith, HR Projects Manager Stuart Egan, Director of Staff Side
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?	Retirement Policy Recruitment and Selection Policy

Step 1 – Preparation

6.	Stakeholders - Who is involved with or affected by this Policy?	All staff with continuous employment service in excess of 20 and 30 years, their line managers, Workforce and Finance personnel.
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>Advice from the UHB's Tax Solicitors is that the non-cash voucher is not tax deductible as the value is less than £50 per year of service, any changes in this legislation may impact on this policy.</p> <p>Although the monies are funded through Endowment Funds, UHB financial restrictions may affect this.</p> <p>Advice from the UHB's Employment Law Solicitors is that the Policy is in line with current Age Discrimination, which allows for benefits based on length of service provided that they reward loyalty and fulfil a legitimate business need. The Policy may need to be reviewed depending on the contents of the Equality Bill.</p> <p>With regards to the "Event", ensure that:-</p> <ul style="list-style-type: none">○ Monitoring of those who attend○ Day and Time of the event – doesn't conflict with religious timetables○ Venue location e.g. disabled access, parking etc.○ Size and layout of the room○ Facilities e.g. looping systems etc. <p>With regards to the "Vouchers", develop the Procurement Specification to ensure that the tendering of Vouchers and the stores they can be redeemed at is taken into account in relation to the equality strands.</p>

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	Southampton University Hospitals NHS Trust EQIA Barnsley NHS EQIA Workforce Information Department Monitoring Data	Eliminating Discrimination and Eliminating Harassment	✓		✓		✓		X	Take account of difference even if it involves treating some individuals more favourably*	
Disability	Southampton University Hospitals NHS Trust EQIA Barnsley NHS EQIA Workforce Information Department Monitoring Data		✓		✓		✓		X		✓
Gender	Southampton University Hospitals NHS Trust EQIA Barnsley NHS EQIA Workforce Information Department Monitoring Data		✓		✓		✓		X		
Sexual Orientation	Southampton University Hospitals NHS Trust EQIA Barnsley NHS EQIA No monitoring data available from the Workforce Information Department.		✓		✓		✓		X		
Age	Southampton University Hospitals NHS Trust EQIA Barnsley NHS EQIA Workforce Information Department Monitoring Data Advice from the UHB's Employment Law Solicitors is that the Policy is in line with current Age Discrimination, which allows for benefits based on length of service provided that they reward loyalty and fulfil a legitimate business need. The Policy may need to be reviewed depending on the		✓		✓		✓		X		

contents of the Equality Bill.								
Religion or Belief	Southampton University Hospitals NHS Trust EQIA Barnsley NHS EQIA No monitoring data available from the Workforce Information Department.		✓		✓		✓	X
Welsh Language	Southampton University Hospitals NHS Trust EQIA Barnsley NHS EQIA No monitoring data available from the Workforce Information Department.		✓		✓		✓	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	In seeking to maintain quality patient care, the UHB is committed to retaining its staff and thereby ensuring that an experienced workforce is available to provide health care. In recognition of the benefits that long term serving staff provide, the UHB wishes to acknowledge this by tangibly rewarding staff for their contribution. It is to this end that this Loyalty Award Scheme has been implemented.							

* 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	2	-1	-2
Disability	2	-1	-2
Gender	2	0	0
Sexual Orientation	1	0	0
Age	2	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:	Loyalty Award Policy
Organisation:	Cardiff and Vale University Health Board
Name: Title: Department:	Claire Smith HR Projects and Compliance Manager Workforce and OD Stuart Egan Director of Staff Side
Summary of Assessment:	<p>An internet search produced EQIA documents for NHS Barnsley and Southampton University Hospitals NHS Trust, both of which highlighted the possible impact of the Age Discrimination 2006 legislation.</p> <p>An analysis of an ESR report from the Workforce Information Department on Continuous NHS Service in excess of 20 years against the following Equality Strands was completed:</p> <ul style="list-style-type: none"> ○ Ethnic Group ○ Gender ○ Age ○ Disabled. <p>With regards Gender the percentages of staff vs length of service were comparable.</p> <p>With regards Race and Disability, the percentages of staff with 20 years+ service is disproportionate compared to numbers of staff employed.</p> <p>The reasons for this could be a result of enhanced recruitment and retention in recent years of ethnic minority groups and disabled staff.</p>
Decision to Proceed to Part B Equality Impact Assessment:	<p>Yes/No</p> <p>Please record reason(s) for decision</p> <p>Based on current available evidence it was agreed by the Working Group that this Policy has little or no impact on all groups and therefore does not need to proceed to Part B Equality Impact Assessment.</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.

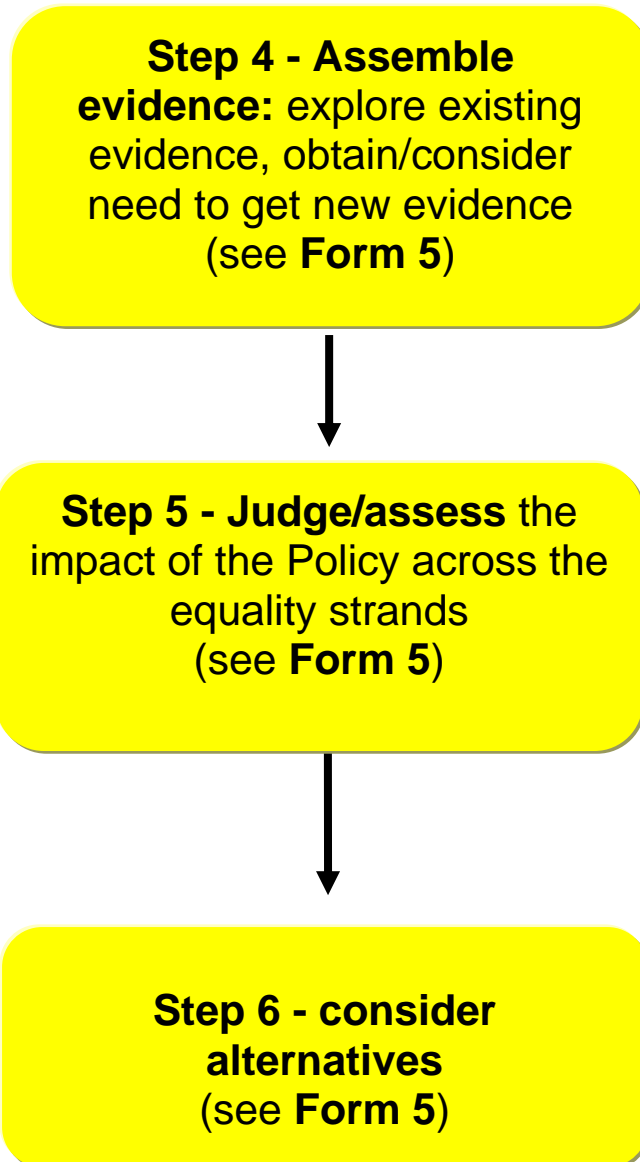
	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?	N/A	N/A	N/A	N/A	N/A
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?	<p>To monitor staff length of service against the equality strands.</p> <p>Ensure that the Recruitment and Retention and Employment Policies, Practices and Training continue to take account of issues of race and disability.</p>	There is a possibility that the opportunity to recruit the most talented individuals with disabilities and from various ethnic groups is not being maximised.	<p>Any potential individuals.</p> <p>The UHB will benefit from having the best staff appointed.</p>	<p>Recruitment. Workforce and OD. Recruiting Line Managers.</p>	<p>Monitor annually.</p> <p>Review after 3 years.</p>
3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	The UHB collects information on Disability status at Recruitment, however, following many equality monitoring gathering exercises; it has proved that existing staff are not forthcoming in disclosing their disability status, resulting in limited information being available.	This information is required for the UHB to satisfy its legal obligations. However, we would also wish to meet our social and morale obligations.	<p>Any potential individuals.</p> <p>The UHB will benefit from having the best staff appointed.</p>	<p>Recruitment. Workforce and OD Recruiting Line Managers.</p>	<p>Monitor annually.</p> <p>Review after 3 years.</p>

<p>4. Describe any mitigating actions taken?</p>	<p>Due to current management restructuring and the need to align Finance and ESR systems, it is preferable to wait until the new structures are in place before undertaking an equality monitoring gathering exercise.</p>	<p>This information is required for the UHB to satisfy its legal obligations. However, we would also wish to meet our social and morale obligations.</p>	<p>Any potential individuals. The UHB will benefit from having the best staff appointed.</p>	<p>Recruitment. Workforce and OD Recruiting Line Managers.</p>	<p>End of Financial Year 2011.</p>
<p>5. Provide details of any actions planned or taken to promote equality.</p>	<p>Organise the “Event”:</p> <ul style="list-style-type: none"> ○ Monitoring attendance ○ Time and Day of the event ○ Size and layout of the room ○ Facilities e.g. looping systems ○ Venue and Location – disabled access, parking etc. <p>Develop the Procurement Specification to ensure that the tendering of Vouchers and the stores they can be redeemed at is taken into account in relation to the equality strands.</p>	<p>This information is required for the UHB to satisfy its legal obligations. However, we would also wish to meet our social and morale obligations.</p>	<p>Any potential individuals. The UHB will benefit from having the best staff appointed.</p>	<p>Recruitment. Workforce and OD Recruiting Line Managers.</p>	<p>April 2010</p>

Date:	7 th December 2009
Monitoring Arrangements:	To monitor annually and review in 3 years.
Review Date:	7 th December 2012
Signature of all Parties:	Claire Smith Stuart Egan

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:

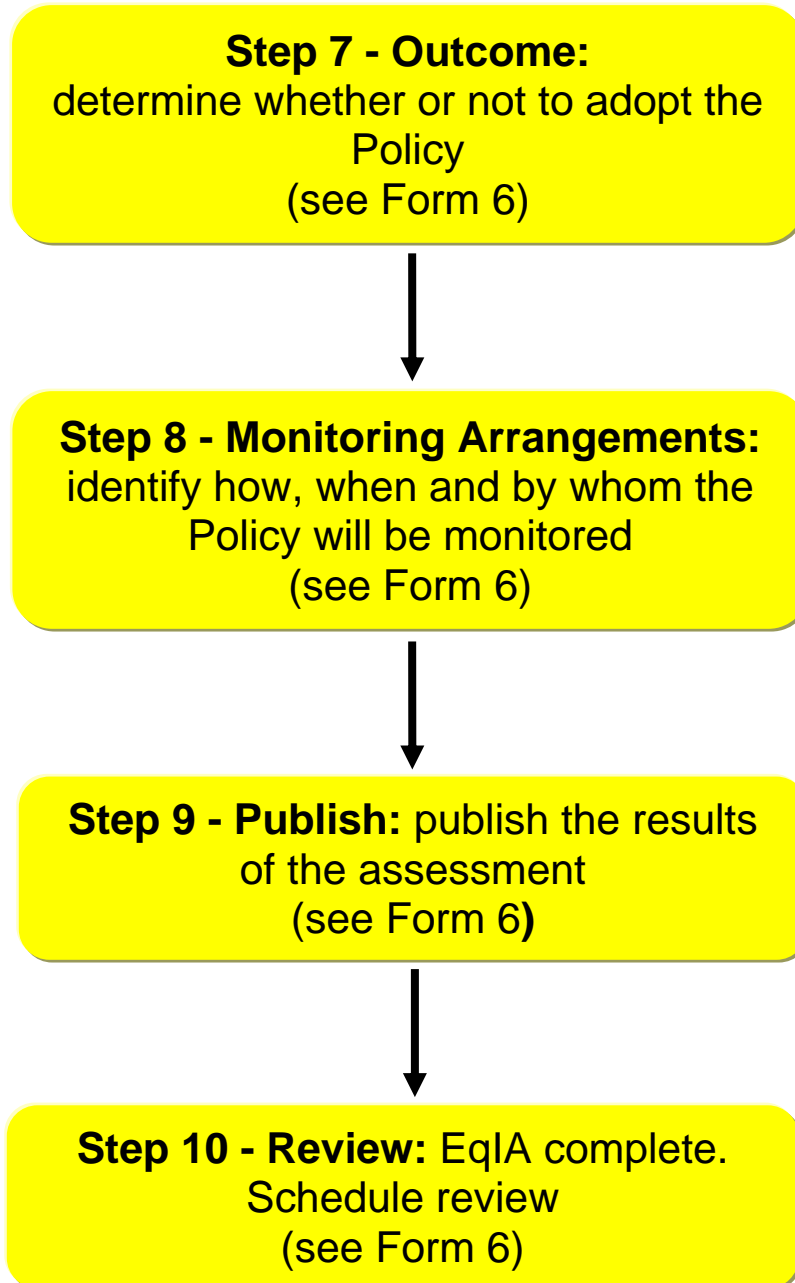
EQUALITY STRAND/GROUP					
		Adverse	Differential	Positive	Comments
Age					
Disability					
Gender					
Race					
Religion or Belief					
Sexual Orientation					
Welsh Language					
Human Rights					

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