

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 EqlA.

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? | Payroll Overpayment Recovery Policy |
| 2. | Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?) | To ensure that Cardiff and Vale University Health Board recovers any sums of money that have been paid, by error and/or mistake, via it's payroll system, in a timely, fair and accountable manner. |
| 3. | Who Owns/Defines the Policy? - who is responsible for the Policy/work? | Members of Health Board's Payroll Task and Finish Group, Internal Audit Manager (Fraud) and Staff Side Lead. |
| 4. | Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process? | Internal Audit Manager (Fraud) and Staff Side Lead. |
| 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? | Debt Recovery Procedure |
| 6. | Stakeholders - Who is involved with or affected by this Policy? | All Health Board staff and also those who receive payments via the Health Board's payroll system. |

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.

Economic.

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 | No evidence | 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* | ✓ |
| Disability | No evidence | | X | | X | | X | | X | | |
| Gender | No evidence | | X | | X | | X | | X | | |
| Sexual Orientation | No evidence | | X | | X | | X | | X | | |
| Age | No evidence | | X | | X | | X | | X | | |
| Religion or Belief | No evidence | | X | | X | | X | | X | | |
| Welsh Language | No evidence | | 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>The policy takes account of the fact that any overpayment is to be treated in a consistent manner and that staff will be respected throughout the whole recovery process.</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 | 0 |
| Disability | 1 | 0 | 0 |
| Gender | 1 | 0 | 0 |
| Sexual Orientation | 1 | 0 | 0 |
| Age | 1 | 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: | Payroll Overpayment Recovery Policy |
| Organisation: | Cardiff and Vale University Health Board |
| Name: | Craig Greenstock |
| Title: | Internal Audit Manager (Fraud) |
| Department: | Internal Audit Services/Finance |
| Summary of Assessment: | No evidence of any impact✓ since the policy is consistent and applies to everyone that receives payments from the Cardiff and Vale University Health Board. |
| Decision to Proceed to Part B Equality Impact Assessment: | No. Decision taken based on the fact that the policy is consistent and applies to everyone that receives payments from the Cardiff and Vale University Health Board. |

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.

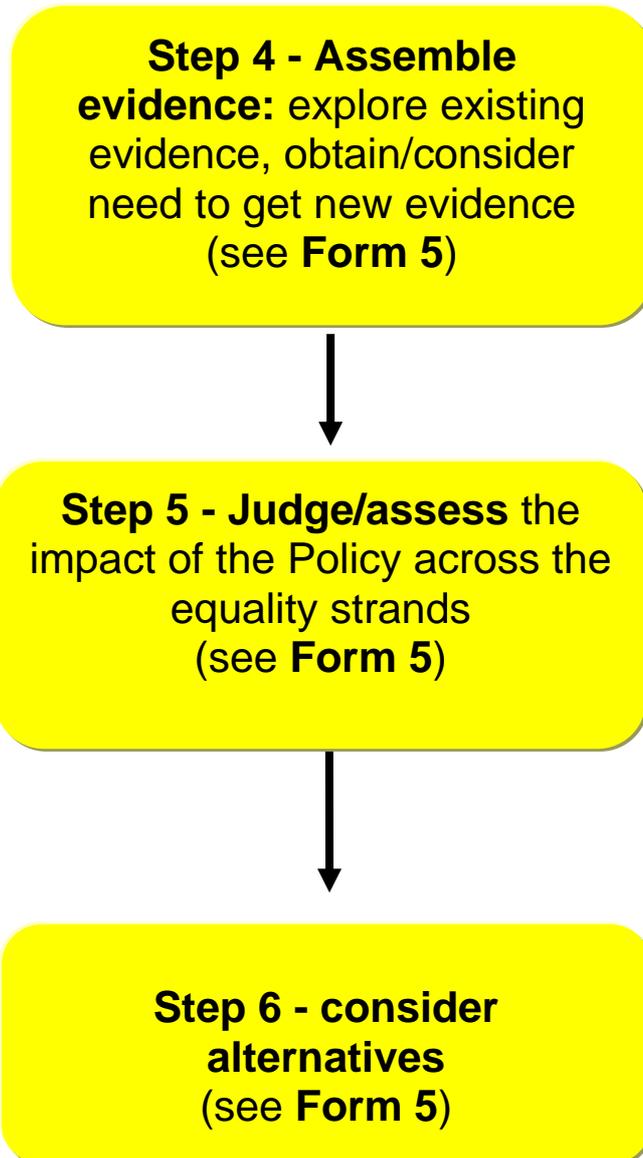
| | Action(s) proposed or taken | Reasons for action(s) | Who will benefit? | Who is responsible for this action(s)? | Timescale |
|--|--|----------------------------------|------------------------------|---|------------------|
| 1. What changes have been made as a result of the EqIA? | N/A | | | | |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

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

| | |
|----------------------------------|---|
| Date: | 4 th January 2010 |
| Monitoring Arrangements: | Policy to be reviewed in 12months. Regular monitoring of Health Board's Debtor position. |
| Review Date: | To be agreed when policy formally approved by Health Board. |
| Signature of all Parties: | Craig Greenstock - Internal Audit Manager (Fraud) Stuart Egan – Staff Side Lead |

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:

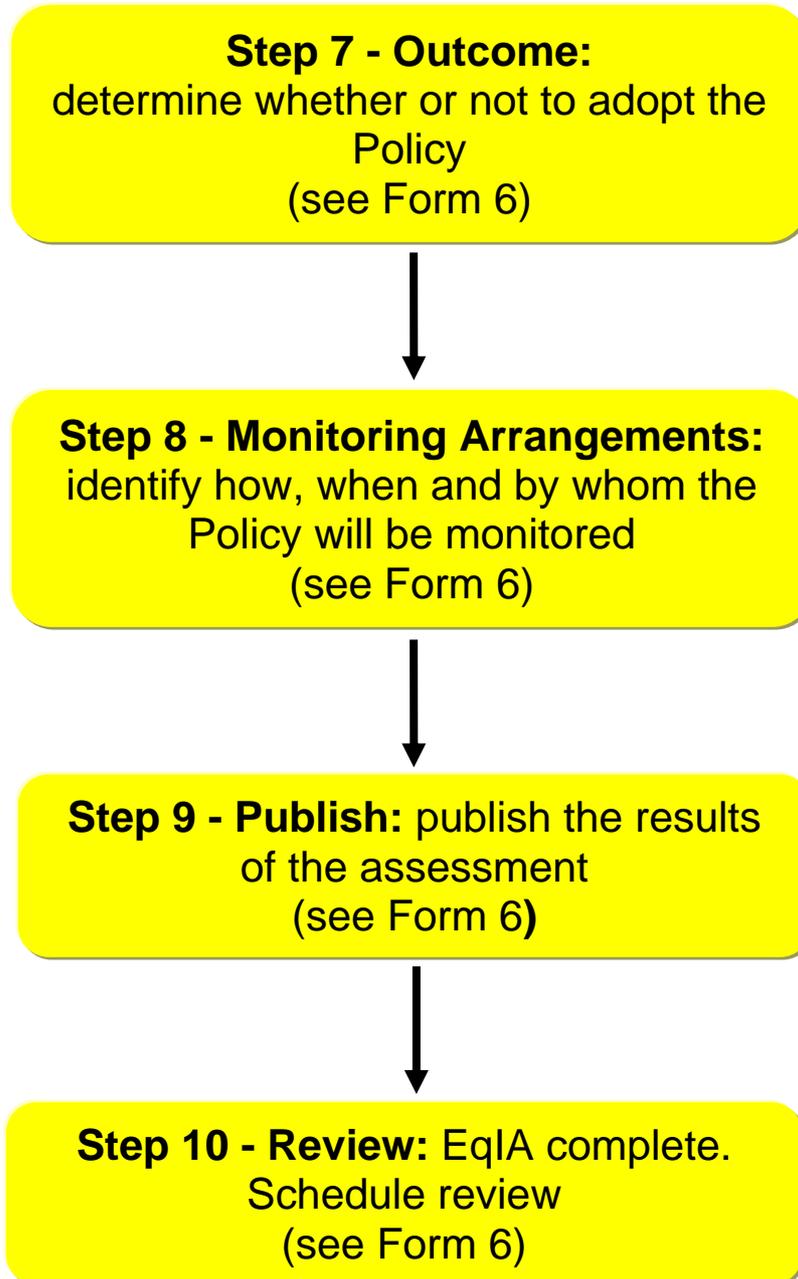
| EQUALITY STRAND/GROUP | | | | | |
|------------------------------|--|----------------|---------------------|-----------------|-----------------|
| | | Adverse | Differential | Positive | Comments |
| Age | | | | | |
| Disability | | | | | |
| Gender | | | | | |
| Race | | | | | |
| Religion or Belief | | | | | |
| 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? | |