

**Equality & Health Impact Assessment for  
RECRUITMENT AND SELECTION POLICY**

**Please read the Guidance Notes in Appendix 1 prior to commencing this Assessment**

**Please note:**

- The completed Equality & Health Impact Assessment (EHIA) must be
  - Included as an appendix with the cover report when the strategy, policy, plan, procedure and/or service change is submitted for approval
  - Published on the UHB intranet and internet pages as part of the consultation (if applicable) and once agreed.
- Formal consultation must be undertaken, as required<sup>1</sup>
- Appendices 1-3 must be deleted prior to submission for approval

Please answer all questions:-

<b>1.</b>	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Recruitment and Selection Policy  This EHIA also considers the Recruitment and Selection Procedure and Fixed Term Contract Procedure
<b>2.</b>	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Rachel Pressley, Workforce Governance Manager, 47559 Judith Harry, Assistant Head of Workforce and OD Peter Hewin, BAOT/UNISON
<b>3.</b>	Objectives of strategy/ policy/ plan/ procedure/ service	The recruitment and selection of staff is a key responsibility of all UHB managers. This Policy has been designed to support managers in providing a fair, consistent and effective approach to the recruitment and selection processes. By following the guidance in this policy, and in the

<sup>1</sup>[http://www.cardiffandvale.wales.nhs.uk/portal/page?\\_pageid=253,73860407,253\\_73860411&\\_dad=portal&\\_schema=PORTAL](http://www.cardiffandvale.wales.nhs.uk/portal/page?_pageid=253,73860407,253_73860411&_dad=portal&_schema=PORTAL)

		<p>accompanying Recruitment and Selection and Fixed Term Contract Procedures, recruiting managers can be assured that they are operating within the confines of current employment legislation and they are able to avoid discrimination and recruit safely without putting the UHB at risk.</p>
<p>4.</p>	<p>Evidence and background information considered. For example</p> <ul style="list-style-type: none"> <li>• population data</li> <li>• staff and service users data, as applicable</li> <li>• needs assessment</li> <li>• engagement and involvement findings</li> <li>• research</li> <li>• good practice guidelines</li> <li>• participant knowledge</li> <li>• list of stakeholders and how stakeholders have engaged in the development stages</li> <li>• comments from those involved in the designing and development stages</li> </ul> <p>Population pyramids are available from Public Health Wales Observatory<sup>2</sup> and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need<sup>3</sup>.</p>	<ul style="list-style-type: none"> <li>• Workforce monitoring data (see end of document)</li> <li>• A consultation has taken place between 5 October 2017 and 3 November 2017 via the UHB intranet site – views have been specifically sought from Clinical Board teams, Executive Directors, Staff Representatives, Equality Manager, Welsh Language Officer, Workforce and OD, and the Rainbow Fflag Network. In addition views have been sought from the NHS Wales Shared Services Partnership (NWSSP) Recruitment Services department.</li> <li>• A number of Policies and EQIAs from other organisations were accessed via a <a href="#">Google Search</a> on 13.09.2017 – of those accessed: <ul style="list-style-type: none"> <li>○ <a href="#">Tameside Hospital NHS Foundation Trust</a> did not find any of the protected characteristic groups to be affected</li> <li>○ <a href="#">Royal Cornwall Hospitals NHS Trust</a> found that a genuine occupational requirement may require a particular gender for a specific job role. This would not constitute unlawful discrimination. They also noted that the Trust was a 'Positive about being Disabled' employer which meant that candidates applying under the Disability Guaranteed Interview Scheme who met the essential criteria of the post would be offered an interview.</li> <li>○ <a href="#">North Staffordshire Combined Healthcare NHS Trust</a> found that their Recruitment and Selection Policy could have an adverse impact on all protected characteristics on the grounds that positive action could take place to address identified</li> </ul> </li> </ul>

<sup>2</sup> <http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf>

<sup>3</sup> <http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face>

		<p>gaps/shortfalls in the workforce profile (i.e. positive discrimination could take place). However, this could be justified in terms of developing greater equality and inclusion, working to overcome barriers and bias, or because of a genuine occupational requirement. Except for these circumstances the policy protects individuals from discrimination. Their policy also refers to the 'Positive about Disability' scheme and reasonable adjustments for disabled applicants.</p> <ul style="list-style-type: none"> <li>○ <a href="#">Surry and Borders Partnership NHS Foundation Trust</a> did not find any of the protected characteristic groups to be affected</li> <li>○ The <a href="#">Queen Elizabeth Hospital Kings Lynn NHS Foundation Trust</a> found that their Recruitment and Selection Policy did not affect one group more or less favourably than another on the basis of any of the protected characteristics</li> </ul> <ul style="list-style-type: none"> <li>● The processes described and eligibility for pre-employment checks are set out on the <a href="#">NHS Employers website</a></li> <li>● Knowledge and experience of EHIA authors and key stakeholders</li> </ul>
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	<p>The groups of individuals who will benefit from this policy include:</p> <ul style="list-style-type: none"> <li>● Our patients and their families</li> <li>● Managers (especially recruiting managers and managers who engage staff on a Fixed Term Contract basis)</li> <li>● Our staff</li> <li>● Other groups who come into contact with our patients e.g. volunteers, honorary contract holders, bank and agency staff</li> <li>● Workforce and OD</li> <li>● NWSSP Recruitment Services</li> <li>● The public</li> </ul>

**6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?**

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.1 Age</b>                      For most purposes, the main categories are:</p> <ul style="list-style-type: none"> <li>• under 18;</li> <li>• between 18 and 65; and</li> <li>• over 65</li> </ul>	<p>This policy and the accompanying procedures have a positive impact on this group by ensuring that the same processes are followed irrespective of the age of the individual concerned.</p> <p>Equal Opportunity Monitoring Information, including age, is obtained from all applicants via NHS Jobs and held by NWSSP but is withheld from the shortlisting panel and therefore does not impact on the shortlisting process.</p> <p>The Policy states that emphasis should be placed on quality and skills rather than length of experience to avoid</p>		<p>The Recruitment and Selection Procedure includes a section on genuine occupational requirements – this has been reviewed by the Equality Manager to ensure that it is up to date and provides clear guidance for managers</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>putting younger applicants at a disadvantage. In the case of Fixed Term Contracts which are being terminated, length of service is a factor in determining notice periods and potential redundancy entitlements – this is governed by contractual and statutory requirements.</p> <p>All adverts state that the UHB is committed to flexible working and equal opportunities. All adverts include the ‘we’re supporting age positive logo’, which indicates that the UHB is committed to ensuring we do not discriminate against job seekers on the grounds of age.</p>		
<p><b>6.2 Persons with a disability as defined in the Equality Act 2010</b> Those with physical</p>	<p>This policy and accompanying procedures have a positive impact on this group by ensuring that the same</p>	<p>Copies of the policy can be made available in alternative formats (e.g. large print) on request.</p>	<p>The Recruitment and Selection Procedure includes a section on genuine occupational requirements – this has been</p>

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<p>impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes</p>	<p>processes are followed irrespective of whether or not the individual concerned has a disability.</p> <p>There is some evidence to suggest that accessibility may be an issue for some groups e.g. individuals with sensory loss, learning disabilities or dyslexia</p> <p>The Recruitment and Selection Procedure states that the UHB has signed up as a 'disability confident' employer and therefore actively looks to recruit and attract disabled people, provide a fully inclusive and accessible recruitment process, offer an interview to disabled people who meet the minimum criteria for the job, and enable flexibility when assessing people so disabled job applicants have the best</p>	<p>Managers/HR can provide support to individuals unable to understand/access the forms. Trade Union members can also seek support from their TU.</p> <p>Peer Support workers referenced in procedure, in relation to GOR</p>	<p>reviewed by the Equality Manager to ensure that it is up to date and provides clear guidance for managers</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>opportunity to demonstrate that they can do the job. We also proactively offer and make reasonable adjustments as required. The UHB demonstrates this committed by displaying the Disability Confident symbol (which replaces the 'two ticks' scheme) in all adverts.</p> <p>The Policy reminds managers that each job should have a written job description, person specification and KSF outline. These should be reviewed every time a vacancy occurs to ensure that they remain relevant and are flexible, including making reasonable adjustments should people with disabilities apply.</p> <p>Pre-employment questions, including asking about sickness absence are only</p>		

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	<p>asked after a job offer has been made.</p> <p>Service Users are represented where appropriate on Mental Health recruitment panels, to ensure services are responsive to the needs of people who use them. All adverts state that the UHB is committed to flexible working and equal opportunities. All adverts include the Mindful Employer symbol which indicates the UHB is committed to increasing awareness of mental health at work, and offering a positive approach in the retention and recruitment of staff living with mental health issues.</p>		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.3 People of different genders:</b> Consider men, women, people undergoing gender reassignment</p> <p><b>NB</b> Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender</p>	<p>This policy and accompanying procedures have a positive impact on this group by ensuring that the same processes are followed irrespective of the gender of the individual, except where a genuine occupational requirement requires a particular gender for a specific job role. This would not constitute unlawful discrimination.</p> <p>Equal Opportunity Monitoring Information, including Gender, is obtained from all applicants via NHS Jobs and held by NWSSP but is withheld from the shortlisting panel and therefore does not impact on the shortlisting process.</p> <p>Our workforce profile shows that we have more female than male employees, but also that</p>	<p>Supporting Transgender Staff Procedure to be added to the list of documents to be read alongside this Policy</p>	<p>The Recruitment and Selection Procedure includes a section on genuine occupational requirements – this has been reviewed by the Equality Manager to ensure that it is up to date and provides clear guidance for managers</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>more female employees work part time – it is assumed that one reason for this is caring/family responsibilities. All our adverts state that the UHB is committed to flexible working and equal opportunities. Employees on fixed term contracts have the same rights to apply for flexible working as long as they meet the criteria as set out in the Flexible Working Policy</p> <p>The UHB has a Supporting Transgender Staff Procedure. This states that “The UHB welcomes applications for employment from Trans* people, and all applicants can be assured of equal and fair treatment. It should not be expected that applicants and interviewees for employment would wish to disclose their gender history. It is neither a</p>		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>relevant criterion for selection for a post, nor a question that should be asked at interview or alluded to in the recruitment and interview process.” There are some limited exceptions to this which are described in the Procedure, and managers are strongly encouraged to seek advice if considering claiming exemption as very specific criteria apply.</p>		
<p><b>6.4 People who are married or who have a civil partner.</b></p>	<p>This policy and accompanying procedures have a positive impact on this group by ensuring that the same processes are followed irrespective of the marital status of the individual concerned.</p> <p>Equal Opportunity Monitoring Information, including marital status, is obtained from all</p>		<p>The Recruitment and Selection Procedure includes a section on genuine occupational requirements – this has been reviewed by the Equality Manager to ensure that it is up to date and provides clear guidance for managers</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>applicants via NHS Jobs and held by NWSSP but is withheld from the shortlisting panel and therefore does not impact on the shortlisting process.</p>		
<p><b>6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.</b> They are protected for 26 weeks after having a baby whether or not they are on maternity leave.</p>	<p>This policy and the accompanying Recruitment and Selection Procedure have a positive impact on this group by ensuring that the same recruitment processes are followed irrespective of whether or not the individual concerned is on maternity leave or has recently had a baby.</p> <p>Candidates should not be asked about their marital status, family commitments and/or domestic arrangements,</p>	<p>Guidance on the Government website states that AFC terms and conditions state that employee subject to fixed-term contracts which expire after the 11<sup>th</sup> week before the expected week of childbirth shall have their contracts extended to allow them to receive 52 weeks maternity leave (this includes paid and unpaid maternity leave).</p>	<p>The Recruitment and Selection Procedure includes a section on genuine occupational requirements – this has been reviewed by the Equality Manager to ensure that it is up to date and provides clear guidance for managers</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>nor should they be asked about any actual or potential pregnancy/maternity leave.</p> <p>In the case of Fixed Term Contracts, the procedure has a positive impact on staff who are pregnant or have just had a baby. The procedure states that in certain circumstances it may not be appropriate to terminate a fixed term contract at its end date, for example if an employee is pregnant or on maternity or adoption leave. In these circumstances managers are advised to refer to the Maternity, Adoption , Paternity and Shared Parental Leave Policy and accompanying Procedures and contact Workforce and OD for further guidance</p>		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers</b></p>	<p>This policy and accompanying procedures have a positive impact on this group by ensuring that the same processes are followed irrespective of the race of the individual concerned.</p> <p>Equal Opportunity Monitoring Information, including race, is obtained from all applicants via NHS Jobs and held by NWSSP but is withheld from the shortlisting panel and therefore does not impact on the shortlisting process.</p> <p>However, it is known that members of Black and other Minority Ethnic (BME) communities are more likely to be unemployed (See Equality and Human Rights Commission Research Report 47) and find it harder to gain</p>		<p>The Recruitment and Selection Procedure includes a section on genuine occupational requirements – this has been reviewed by the Equality Manager to ensure that it is up to date and provides clear guidance for managers</p>

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	<p>employment. Currently 79% the UHB workforce is white (this can be compared to the UK 2011 Census data, 86% of the population in England and Wales are classified as white) but the termination of a fixed term contract is likely to have a greater impact on member of BME groups. (See Equality and Human Rights Commission Research Report 47).</p>		
<p><b>6.7 People with a religion or belief or with no religion or belief.</b> The term 'religion' includes a religious or philosophical belief</p>	<p>This policy and accompanying procedures have a positive impact on this group by ensuring that the same processes are followed irrespective of the religion or belief of the individual concerned.</p> <p>Equal Opportunity Monitoring</p>		<p>The Recruitment and Selection Procedure includes a section on genuine occupational requirements – this has been reviewed by the Equality Manager to ensure that it is up to date and provides clear guidance for managers</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	Information, including religion, is obtained from all applicants via NHS Jobs and held by NWSSP but is withheld from the shortlisting panel and therefore does not impact on the shortlisting process.		
<p><b>6.8 People who are attracted to other people of:</b></p> <ul style="list-style-type: none"> <li>• the opposite sex (heterosexual);</li> <li>• the same sex (lesbian or gay);</li> <li>• both sexes (bisexual)</li> </ul>	<p>This policy and the accompanying procedures have a positive impact on this group by ensuring that the same processes are followed irrespective of what sexual orientation the individual concerned is attracted to.</p> <p>Equal Opportunity Monitoring Information, including sexual orientation, is obtained from all applicants via NHS Jobs and held by NWSSP but is withheld from the shortlisting panel and therefore does not impact on</p>		<p>The Recruitment and Selection Procedure includes a section on genuine occupational requirements – this has been reviewed by the Equality Manager to ensure that it is up to date and provides clear guidance for managers</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>the shortlisting process.</p> <p>All adverts state that the UHB is committed to equal opportunities and include the Stonewall logo which indicates that the UHB is committed to making the workplace LGBT+ friendly</p>		
<p><b>6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design</b></p> <p>Well-being Goal – A Wales of vibrant culture and thriving Welsh language</p>	<p>Yes, the policy and the accompanying procedures have a positive impact:</p> <ul style="list-style-type: none"> <li>• The UHB is committed towards providing quality healthcare through the medium of Welsh. Welsh language skills must be actively considered as part of the recruitment process, based on the healthcare needs of Welsh speaking patients and service users.</li> <li>• For clinical workplaces,</li> </ul>		<p>The Recruitment and Selection Procedure includes a section on genuine occupational requirements – this has been reviewed by the Equality Manager to ensure that it is up to date and provides clear guidance for managers</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>teams, and posts where the desirability or need to appoint a Welsh speaker has been identified, posts must be advertised and recruited to on that basis, provided that all other professional qualifications and experience are suitable.</p>		
<p><b>6.10 People according to their income related group:</b> Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health</p>	<p>This policy and accompanying procedures have a positive impact by ensuring that the same processes are followed irrespective of the income of the individual concerned.</p>		
<p><b>6.11 People according to where they live:</b> Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities</p>	<p>This policy and accompanying procedures have a positive impact by ensuring that the same processes are followed irrespective of the where the individual concerned lives.</p>		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<b>6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</b>	No evidence was found to suggest that any other groups or risk factors relevant to this policy and accompanying procedures have a negative impact. The policy has a positive impact by ensuring that the same processes are followed irrespective of the individual concerned.		

**7 HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?**

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p><b>7.1 People being able to access the service offered:</b>            Consider access for those living in areas of deprivation and/or those experiencing health inequalities</p> <p>Well-being Goal - A more equal Wales</p>	<p>This policy and accompanying procedures have a positive impact by ensuring that the same processes are followed irrespective of access to services offered.</p>		
<p><b>7.2 People being able to improve /maintain healthy lifestyles:</b>            Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation</p>	<p>Before start employment, candidates are asked to complete an Occupational Health questionnaire as part of the pre-employment check process. – this includes questions regarding their health and any relevant immunisations/vaccinations they have received in the past. This information is then assessed by a qualified nurse in Occupational Health to determine if there are any current or potential health issues that may affect them in their</p>		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>services, weight management services etc</p> <p>Well-being Goal – A healthier Wales</p>	<p>new post, along with any adjustments that may need to be considered. The purpose of this screening is to ensure both the individual and UHB are safeguarded.</p> <p>Occupations undertaking Exposure Prone Procedures (EPPs) will require screening for blood borne viruses such as HIV, Hep B and Hep C</p>		
<p><b>7.3 People in terms of their income and employment status:</b> Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions</p> <p>Well-being Goal – A prosperous Wales</p>	<p>Applicants must provide detailed information regarding their full employment history to date in all cases. As part of the pre-employment checks, a reference from the current or most recent employer is required. If the individual does not have a current or previous employer a character reference would be considered.</p> <p>Apart from this, the policy and</p>		<p>No amendment to policy required</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
	accompanying procedures have a positive impact by ensuring that the same processes are followed irrespective of the individuals income and employment status.		
<p><b>7.4 People in terms of their use of the physical environment:</b>  Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces</p> <p>Well-being Goal – A resilient Wales</p>	This policy and accompanying procedure has a positive impact by ensuring that the same processes are followed irrespective of the individuals use of the physical environment		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p><b>7.5 People in terms of social and community influences on their health:</b> Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>	<p>This policy has a positive impact by ensuring that the same processes are followed irrespective of social and community influences on the individual's health.</p>		
<p><b>7.6 People in terms of macro-economic, environmental and sustainability factors:</b> Consider the impact of government policies; gross domestic product; economic development; biological</p>	<p>This policy has a positive impact by ensuring that the same processes are followed irrespective of macro-economic, environmental or sustainability factors</p>		

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
diversity; climate  Well-being Goal – A globally responsible Wales			

**Please answer question 8.1 following the completion of the EHIA and complete the action plan**

<p><b>8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service</b></p>	<p>The Policy has a positive impact on all groups with protected characteristics as set out in the Equality Act (2010) by ensuring that the same recruitment and selection and fixed term contract processes are followed irrespective of the individual concerned.</p> <p>Equal Opportunity Monitoring Information is obtained from all applicants via NHS Jobs and held by NWSSP but is withheld from the shortlisting panel and therefore does not impact on the shortlisting process.</p> <p>In particular it is worth noting the following points:</p> <p>AGE: emphasis should be placed on quality and skills rather than length of experience to avoid putting younger applicants at a disadvantage. In the case of Fixed Term Contracts which are being terminated, length of service is a factor in determining notice periods and potential redundancy entitlements – this is governed by contractual and statutory requirements.</p> <p>DISABILITY: There is some evidence to suggest that accessibility may be an issue for some groups e.g. individuals with sensory loss, learning disabilities or dyslexia . The UHB has signed up as a ‘disability confident’ employer offers an interview to disabled people who meet the minimum criteria for the job and proactively offers and makes reasonable adjustments as required. Pre-employment questions, including asking about sickness absence are only asked after a job offer has been made.</p> <p>GENDER: Where a genuine occupational requirement requires a particular gender for a specific job role this would not constitute unlawful discrimination. The UHB welcomes applications for employment from Trans people – applicants should not be asked about or expected to disclose their gender</p>
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history.

**PREGNANCY/MATERNITY:** Candidates should not be asked about their marital status, family commitments and/or domestic arrangements, nor should they be asked about any actual or potential pregnancy/maternity leave. In the case of Fixed Term Contracts, it may not be appropriate to terminate a fixed term contract if an employee is pregnant or on maternity or adoption leave.

**WELSH LANGUAGE SKILLS:** Welsh language skills must be actively considered as part of the recruitment process, based on the healthcare needs of Welsh speaking patients and service users.

**MAINTAIN/IMPROVE HEALTHY LIFESTYLE:** candidates are asked to complete an Occupational Health questionnaire as part of the pre-employment check process.

**INCOME/EMPLOYMENT STATUS:** Applicants must provide detailed information regarding their full employment history to date in all cases. As part of the pre-employment checks, a reference from the current or most recent employer is required.

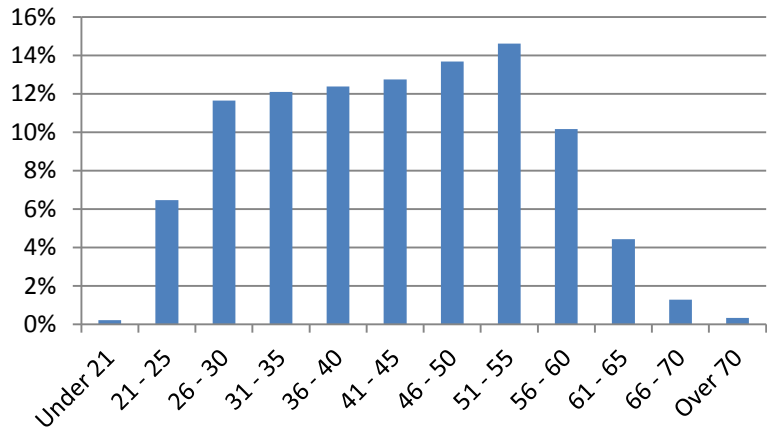


	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p><b>8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</b></p> <p>This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?</p>	No, as the overall impact is positive.			

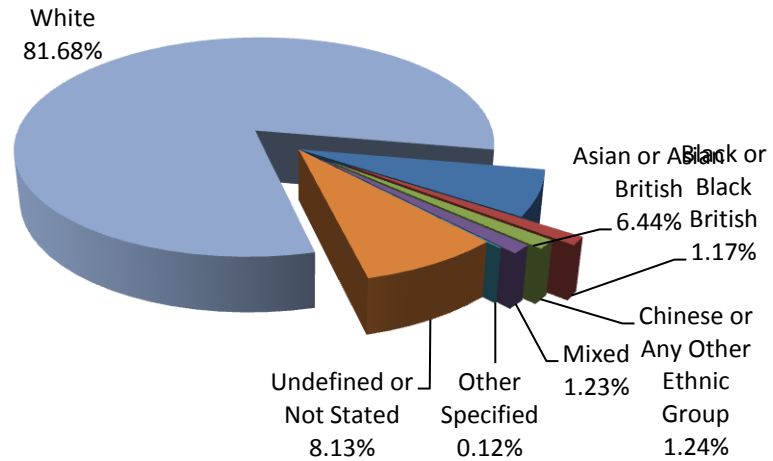
	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p><b>8.4 What are the next steps?</b></p> <p>Some suggestions:-</p> <ul style="list-style-type: none"> <li>• Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> <li>○ continues unchanged as there are no significant negative impacts</li> <li>○ adjusts to account for the negative impacts</li> <li>○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so)</li> <li>○ stops.</li> </ul> </li> <li>• Have your strategy, policy, plan, procedure and/or service proposal approved</li> <li>• Publish your report of this impact assessment</li> <li>• Monitor and review</li> </ul>	<p>The Policy and accompanying procedures are to continue unchanged as there are no significant negative impacts</p> <p>The Policy, Procedures and EHIA will be published on the UHB internet and intranet sites.</p> <p>On publication, the policy will be communicated via a briefing for staff and managers advising of the key changes and reminding staff of the requirement to declare cautions or convictions. This will be communicated via the WOD internet pages 'Working for Us', email to Clinical Boards and the CAV You Heard? (UHB) Newsletter.</p> <p>The Policy, Procedure and EQIA will be reviewed three years after approval unless changes to terms and conditions, legislation or best practice determine that an earlier review is required</p>			

**Appendix: UHB Staffing data (March 2017):**

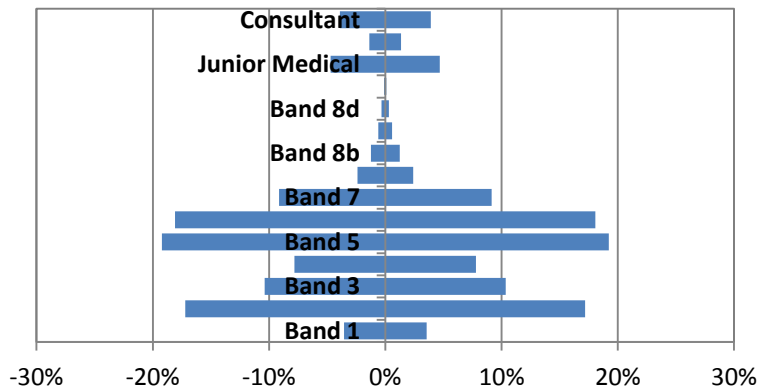
**Age Profile**



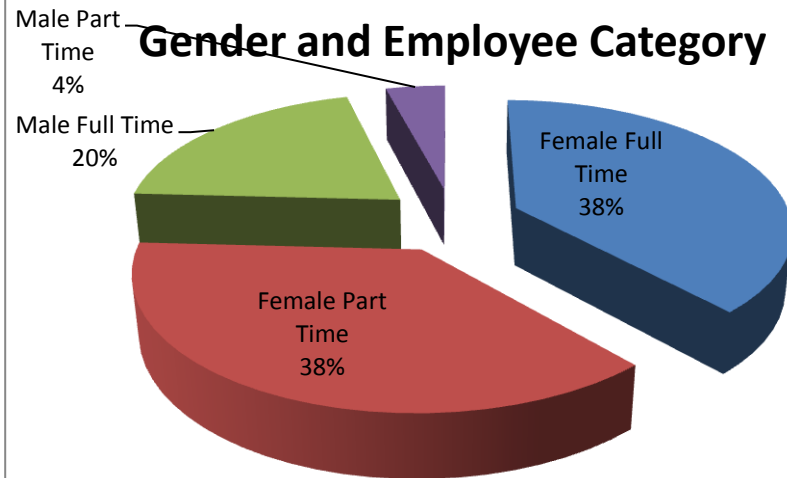
**Gender and Employee Category**



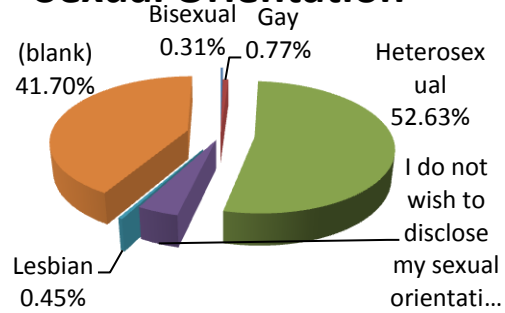
**Christmas Tree**



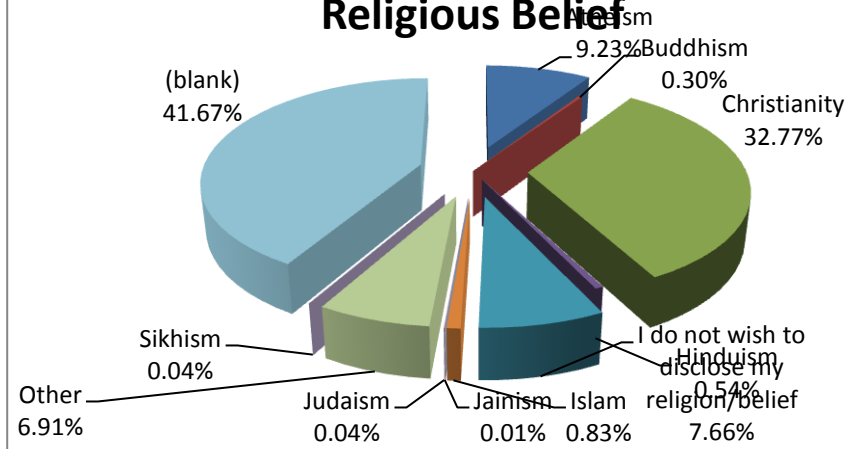
**Gender and Employee Category**



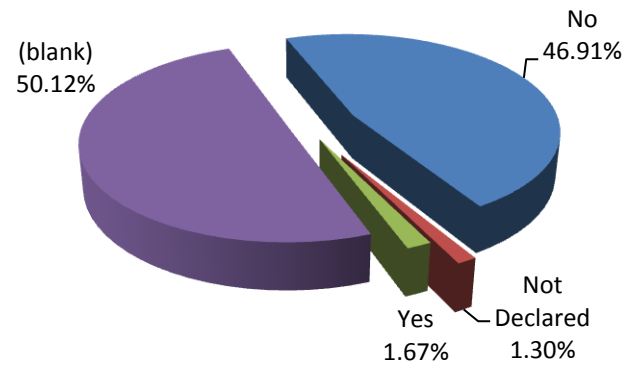
### Sexual Orientation



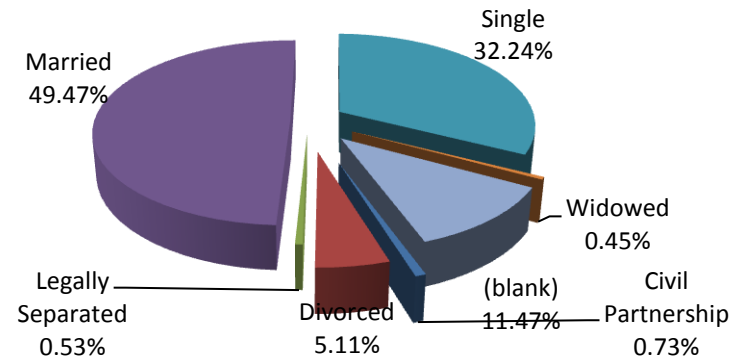
### Religious Belief



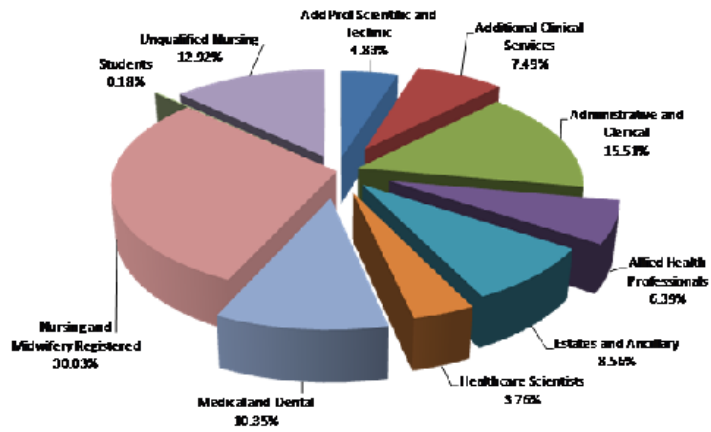
### Disability



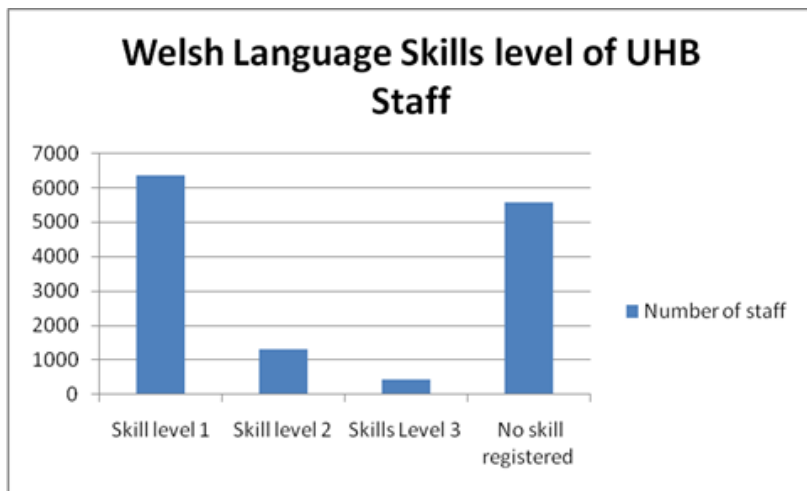
### Marital Status



**Staff in Post by Staff Group**



**Welsh language skills levels**



Skill level 1 - Cannot speak Welsh at all to Can speak a few phrases of Welsh  
 Skill level 2 - Very basic conversational Welsh to Fair conversational Welsh  
 Skill level 3 - Good conversational Welsh to Fluent in spoken Welsh