

Cardiff and Vale University Health Board
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?	Operational Procedure for Recruitment of Locum Doctors and Dentists
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 the same care is taken when making a locum appointment as with substantive appointments in accordance with the standards and guidelines of the <i>Code of Practice in the Appointment and Employment of HCHS Locum Doctors {DGM(97)68}</i> . To set out the principles and processes to be followed when recruiting locums
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Director of Workforce and OD

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Step 1 - Preparation		
4.	<p>Who is Involved in undertaking this EqlA? - who are the key contributors to the EqlA and what are their roles in the process?</p>	<p>Hilary Sharp, Interim Medical Workforce Manager Rachel Pressley Senior HR Policy and Compliance Officer</p>
5.	<p>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 EqlA?</p>	<p>Recruitment and Selection Policy Recruitment of Staff to work with vulnerable adults and children Agency Workers Policy (currently under development) Disclosure of a Criminal Record Policy</p>
6.	<p>Stakeholders - Who is involved with or affected by this Policy?</p>	<p>Medical Director AMD Divisional Directors and Divisional Teams Clinical Directors Medical and non-medical staff Medical Workforce Locum Agencies</p>

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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.	This Policy is already well established. Changes to NHS Jobs and the remit of NWSSP may have an impact
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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?q=recruitment+equality+impact+assessment&hl=en&safe=vss&gbv=2&prmd=ivns&ei=wBnoT-yVKYSf0QXqtIDqCA&start=10&sa=N</p> <p>and</p> <p>http://www.google.co.uk/search?q=medical+locum+recruitment+equality+impact+assessment&hl=en&gbv=2&gs_l=serp.12...13172.80094.0.82234.25.12.2.11.0.0.110.1078.11j1.12.0...0.0.Fi9qrGsFmKo&safe=vss&oq=medical+locum+recruitment+equality+impact+assessment&aq=f&aqi=&aql= accessed on 25 June 2012</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>	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	<p>http://www.google.co.uk/search?q=recruitment+equality+impact+assessment&hl=en&safe=vss&gbv=2&prmd=ivns&ei=wBnoT-yVKYSf0QXqtIDqCA&start=10&sa=N and</p> <p>http://www.google.co.uk/search?q=medical+locum+recruitment+equality+impact+assessment&hl=en&gbv=2&gs_l=serp.12...13172.80094.0.82234.25.12.2.11.0.0.110.1078.11j1.12.0...0.0.Fi9qrGsFmKo&safe=vss&oq=medical+locum+recruitment+equality+imp</p>		x		x		x		x		x

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	<p>act+assessment&aq=f&aqi=&aql= accessed on 25.06.12</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>The double tick scheme only applies if locums are applying directly through NHS Jobs – if they are sourced via a locum agency this is not the case</p>										
<p>Gender</p>	<p>http://www.google.co.uk/search?q=recruitment+equality+impact+assessment&hl=en&safe=vss&gbv=2&prmd=ivns&ei=wBnoT-yVKYSf0QXqtIDqCA&start=10&sa=N and http://www.google.co.uk/search?q=medical+locum+recruitment+equality+impact+assessment&hl=en&gbv=2&gs_l=serp.12...13172.80094.0.82234.25.12.2.11.0.0.110.1078.11j1.12.0...0.0.Fi9qrGsFmKo&safe=vss&oq=medical+locum+recruitment+equality+impact+assessment&aq=f&aqi=&aql= accessed on 25.06.12</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>x</p>		<p>x</p>		<p>x</p>		<p>x</p>			
<p>Sexual Orientation</p>	<p>http://www.google.co.uk/search?q=recruitment+equality+impact+assessment&hl=en&safe=vss&gbv=2&prmd=ivns&ei=wBnoT-yVKYSf0QXqtIDqCA&start=10&sa=N and http://www.google.co.uk/search?q=medical+locum+recruitment+equality+impact+assessment&hl=en&gbv=2&gs_l=serp.12...13172.80094.0.82234.25.12.2.11.0.0.110.1078.11j1.12.0...0.0.Fi9qrGsFmKo&safe=vss&oq=medical+locum+recruitment+equality+impact+assessment&aq=f&aqi=&aql=</p>	<p>x</p>		<p>x</p>		<p>x</p>		<p>x</p>			

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	<p>11.0.0.110.1078.11j1.12.0...0.0.Fi9qrGsFmKo&safe=vss&q=medical+locum+recruitment+equality+impact+assessment&aq=f&aqi=&aql= accessed on 25.06.12</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>Age</p>	<p>http://www.google.co.uk/search?q=recruitment+equality+impact+assessment&hl=en&safe=vss&gbv=2&prmd=ivns&ei=wBnoT-yVKYSf0QXqtIDqCA&start=10&sa=N and http://www.google.co.uk/search?q=medical+locum+recruitment+equality+impact+assessment&hl=en&gbv=2&gs_l=serp.12...13172.80094.0.82234.25.12.2.11.0.0.110.1078.11j1.12.0...0.0.Fi9qrGsFmKo&safe=vss&q=medical+locum+recruitment+equality+impact+assessment&aq=f&aqi=&aql= accessed on 25.06.12</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>x</p>		<p>x</p>		<p>x</p>		<p>x</p>			
<p>Religion or Belief</p>	<p>http://www.google.co.uk/search?q=recruitment+equality+impact+assessment&hl=en&safe=vss&gbv=2&prmd=ivns&ei=wBnoT-yVKYSf0QXqtIDqCA&start=10&sa=N and http://www.google.co.uk/search?q=medical+locum+recruitment+equality+impact+assessment&hl=en&gbv=2&gs_l=serp.12...13172.80094.0.82234.25.12.2.11.0.0.110.1078.11j1.12.0...0.0.Fi9qrGsFmKo&safe=vss&q=medical+locum+recruitment+equality+imp</p>	<p>x</p>		<p>x</p>		<p>x</p>		<p>x</p>			

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	<p>act+assessment&aq=f&aqi=&aqi= accessed on 25.06.12</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>Welsh Language</p>	<p>http://www.google.co.uk/search?q=recruitment+equality+impact+assessment&hl=en&safe=vss&gbv=2&prmd=ivns&ei=wBnoT-yVKYSf0QXqtIDqCA&start=10&sa=N</p> <p>and</p> <p>http://www.google.co.uk/search?q=medical+locum+recruitment+equality+impact+assessment&hl=en&gbv=2&gs_l=serp.12...13172.80094.0.82234.25.12.2.11.0.0.110.1078.11j1.12.0...0.0.Fi9qrGsFmKo&safe=vss&oq=medical+locum+recruitment+equality+impact+assessment&aq=f&aqi=&aqi= accessed on 25 June 2012</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>											
<p>Human Rights</p>	<p>This Policy 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 recruiting locums</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.

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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	No impact
Disability	1	0	No impact
Gender	1	0	No impact
Sexual Orientation	1	0	No impact
Age	1	0	No impact
Religion or Belief	1	0	No impact
Welsh Language	1	0	No impact
Human Rights	1	0	No impact

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)

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FORM 4: (Part A) Outcome Report

Policy Title:	Operational Procedure for Recruitment of Locum Doctors and Dentists
Organisation:	Cardiff and Vale UHB
Name: Title: Department:	Hilary Sharp / Rachel Pressley Interim Medical Workforce Manager / Senior HR Policy and Compliance Officer Workforce and OD
Summary of Assessment:	<p>The intention behind the Policy is to provide guidance on the processes to be followed when recruiting locum medical and dental staff</p> <p>From an equalities perspective, and having taken the evidence into consideration as above, no impact was found</p>
Decision to Proceed to Part B Equality Impact Assessment:	<p>No</p> <p>Please record reason(s) for decision</p>

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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				

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

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Date:	25.06.12
Monitoring Arrangements:	This Policy will be monitored on an ongoing basis for fitness of purpose by Medical Workforce
Review Date:	2015
Signature of all Parties:	Hilary Sharp Rachel Pressley