

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?	Relocation Expenses Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>This policy has been developed to ensure that where relocation is necessary, and at the discretion of the UHB, financial assistance may be provided to appointees who need to relocate to take up employment with Cardiff and Vale UHB.</p> <p>This policy sets out the level and scope of financial assistance that may be offered towards relocation expenses, the eligibility criteria and the process to be followed for claiming reimbursement.</p>
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	<p>Employment Policy Sub Group</p> <p>Local Negotiating Committee</p> <p>Local Partnership Forum</p> <p>Director of Workforce and OD</p>
4.	Who is Involved in undertaking this EqlA? - who are the key contributors to the EqlA and what are their roles in the process?	<p>Senior HR Policy and Compliance Officer</p> <p>Human Resources Officer</p> <p>Deputy Head of Staff Representatives</p>

Step 1 - Preparation

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?	This policy has links with the following: Recruitment & Selection Policy
6.	Stakeholders - Who is involved with or affected by this Policy?	This policy applies to all employees of the UHB except medical and dental staff in training, who are covered by the policy issued by the Postgraduate Dean.
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.	The purpose of this policy is to assist in attracting and retaining quality staff. Economic factors will need to be taken into consideration when offering expenses which may impact on the ability to recruit staff.

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	http://www.google.co.uk/search?hl=en-GB&source=hp&q=relocation+expenses+policy+eqia&gbv=2&oq=relocation+expenses+policy+eqia&gs_l=heirloom-hp.3...6563.21375.0.21938.31.22.0.9.9.0.203.1956.21j0j1.22.0...0.0...1c.1.KrGfv1LvN6M accessed on 4 January 2013. No evidence found to suggest that this policy will have a negative impact on the basis of the equality characteristics	Eliminating Discrimination and Eliminating Harassment	Y	Promoting Equality of Opportunity	Y	Promoting Good Relations and Positive Attitudes	Y	Encouraging participation in Public Life	Y	Take account of difference even if it involves treating some individuals more favourably*		
Disability	http://www.google.co.uk/search?hl=en-GB&source=hp&q=relocation+expenses+policy+eqia&gbv=2&oq=relocation+expenses+policy+eqia&gs_l=heirloom-hp.3...6563.21375.0.21938.31.22.0.9.9.0.203.1956.21j0j1.22.0...0.0...1c.1.KrGfv1LvN6M accessed on 4 January 2013. No evidence found to suggest that this policy will have a negative impact on the basis of the equality characteristics		Y		Y		Y		Y		Y	Y
Gender (including pregnancy / maternity)	http://www.google.co.uk/search?hl=en-GB&source=hp&q=relocation+expenses+policy+eqia&gbv=2&oq=relocation+expenses+policy+eqia&gs_l=heirloom-hp.3...6563.21375.0.21938.31.22.0.9.9.0.203.1956.21j0j1.22.0...0.0...1c.1.KrGfv1LvN6M accessed on 4 January 2013. No evidence found to suggest that this policy will have a negative impact on the basis of the equality characteristics		Y		Y		Y		Y		Y	Y
Sexual Orientation	http://www.google.co.uk/search?hl=en-GB&source=hp&q=relocation+expenses+policy+eqia&gbv=2&oq=relocation+expenses+policy+eqia&gs_l=heirloom-hp.3...6563.21375.0.21938.31.22.0.9.9.0.203.1956.21j0j1.22.0...0.0...1c.1.KrGfv1LvN6M accessed on 4 January 2013. No evidence found to suggest that this policy will have a negative impact on the basis of the equality characteristics		Y		Y		Y		Y		Y	Y

Age	http://www.google.co.uk/search?hl=en-GB&source=hp&q=relocation+expenses+policy+eqia&gbv=2&oq=relocation+expenses+policy+eqia&gs_l=heirloom-hp.3...6563.21375.0.21938.31.22.0.9.9.0.203.1956.21j0j1.22.0...0.0...1c.1.KrGfv1LvN6M accessed on 4 January 2013. No evidence found to suggest that this policy will have a negative impact on the basis of the equality characteristics		Y		Y		Y		Y		
Religion or Belief	http://www.google.co.uk/search?hl=en-GB&source=hp&q=relocation+expenses+policy+eqia&gbv=2&oq=relocation+expenses+policy+eqia&gs_l=heirloom-hp.3...6563.21375.0.21938.31.22.0.9.9.0.203.1956.21j0j1.22.0...0.0...1c.1.KrGfv1LvN6M accessed on 4 January 2013. No evidence found to suggest that this policy will have a negative impact on the basis of the equality characteristics		Y		Y		Y		Y		
Welsh Language	No evidence found		N		N		N		N		
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	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). This Policy applies to all staff.										

*** 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	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)

FORM 4: (Part A) Outcome Report

Policy Title:	Relocation Expenses Policy
Organisation:	Cardiff and Vale UHB
Name: Title: Department:	Andrew Crook Head of HR Policy and Compliance Workforce and OD
Summary of Assessment:	<p>The UHB provides a full range of services to our local community in Cardiff and the Vale of Glamorgan, and more specialist services to South Wales and beyond.</p> <p>In order to achieve excellence in the provision of these services we aim to attract staff of the very highest calibre. Very often the staff are sourced locally, but in order for the UHB to be in a position to attract the very best staff from elsewhere in the UK, and occasionally from abroad, the UHB would wish to have a Relocation Expenses policy that supports the UHB becoming an employer of choice.</p> <p>From an equalities perspective, and having taken the evidence into consideration as above, this policy has not been found to have an impact in any of the equality characteristics as it applies consistently to all employees.</p>
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">No</p> <p style="text-align: center;">Please record reason(s) for decision</p> <p>Decision taken based on the fact that the policy is consistent and applies to all UHB employees regardless of which equality characteristic they possess</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 EqlA 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 EqlA?	none				
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 January 2013
Monitoring Arrangements:	This Policy and EQIA will be reviewed three years after approval, or earlier if required as a result of changes in legislation.
Review Date:	2016
Signature of all Parties:	<p><i>Andrew Crook</i> Head of HR Policy and Compliance</p> <p><i>Nigel Gibbs</i> Lead Representative</p> <p><i>Helen Palmer</i> Human Resources Manager</p> <p><i>Rachel Pressley</i> Senior HR Policy and Compliance Officer</p>