

Form 1: Preparation

To complete this form, refer to Guidance set out on Page 20 of the Toolkit

1.	What are you equality impact assessing?	All Wales Reservist Policy
2.	Policy Aims and Brief Description	<p>NHS Wales supports employees who are members of or wish to join the Volunteer Reserve Forces. These consist of the Royal Naval Reserve (RNR), the Royal Marines Reserve (RMR), the Territorial Army (TA) and the Reserve Air Forces (RAFR and RAuxAF). This policy will also apply to Regular Reservists, who are ex-regulars who may retain a liability to be mobilised.</p> <p>This policy will also apply to High Readiness Reserves (HRR) and Civil Contingency Reaction Forces (CCRF), both of whom must inform their employer of their status given the relatively short notice of deployment. High Readiness Reserves will also require written consent from their employer if they work more than two days per week before they are able to hold this status.</p> <p>The training undertaken by Reservists enables them to develop skills and abilities that can be of benefit to them as employees, and to the employer in terms of service delivery.</p>

3.	Who is responsible for the Policy/work?	NHS organisations and sub committee of the Welsh Partnership Forum Business Committee
4.	Who is Involved in undertaking this EqIA?	Welsh Partnership Forum Business Committee (Sub Group)
5.	Is the Policy related to other Policies/areas of work?	Equality, Sickness, Disciplinary, Grievance and Dignity at Work Policies. Codes of Conduct of Professional/Regulatory Bodies, Staff Charters. All Wales Workforce Strategy. Individual organisation's workforce and OD plans.
6.	Stakeholders	All employees, trade unions, carers
7.	What might help/hinder the success of the Policy?	<p>Factors that may hinder: Lack of leadership and commitment at Board level. Difficult financial climate and reductions to budgets. The process not being followed inside organisations, lack of follow through by managers.</p> <p>Factors that may help: Introduction of stronger public sector General Duty. The organisational change that service is currently going through. An all Wales implementation plan to support consistent delivery of policy objectives. Clarity of obligations, expectations, accountability and performance objectives of all parties.</p>

Form 2 : Information Gathering✓

To complete this form, refer to guidance set out on Page 22 of the Toolkit

	Race	Disability	Gender	Sexual Orientation	Age	Religion Belief	Welsh Language
Is the policy relevant to the public specific duties relating to each equality strand? Tick as appropriate (for a definition of Relevance, refer to Page 22)	✓	✓	✓	✓	✓	✓	✓
In other words, should the Policy:	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> eliminate discrimination and eliminate harassment in relation to: 	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> promote equality of opportunity in relation to: 	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> promote good relationships and positive attitudes in relation to: 	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> encourage participation in public life in relation to: 	✓	✓	✓	✓	✓	✓	✓
In relation to disability only, should the Policy take account of difference, even if it involves treating some individuals more favourably?		✓					

The Human Rights Act contains 15 rights, all of which NHS organisations have a duty to act compatibly with and to respect, protect and fulfil. The 6 rights that are particularly relevant to healthcare are listed below. For a fuller explanation of these rights and other rights in the Human Rights Act please refer to **Appendix A: The Legislative Framework**.

Depending on the Policy you are considering, you may find the examples below helpful in relation to the Articles.

	Yes	No
Consider, is the Policy relevant to:		
Article 2 : The right to life Examples: The protection and promotion of the safety and welfare of patients and staff; issues of patient restraint and control		N/A
Article 3 : The right not be tortured or treated in an inhuman or degrading way Examples: Issues of dignity and privacy; the protection and promotion of the safety and welfare of patients and staff; the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travellers; Issues of patient restraint and control		N/A
Article 5 : The right to liberty Examples: Issues of patient choice, control, empowerment and independence; issues of patient restraint and control		N/A

<p>Article 6 : The right to a fair trial</p> <p>Example: issues of patient choice, control, empowerment and independence</p>	<p>Appeal process is fair.</p>	
<p>Article 8 : The right to respect for private and family life, home and correspondence; Issues of patient restraint and control</p> <p>Examples: Issues of dignity and privacy; the protection and promotion of the safety and welfare of patients and staff; the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travellers; the right of a patient or employee to enjoy their family and/or private life</p>	<p>Policy supports the rights of an employee to enjoy their private life.</p>	
<p>Article 11 : The right to freedom of thought, conscience and religion</p> <p>Examples: The protection and promotion of the safety and welfare of patients and staff; the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travellers</p>		<p>N/A</p>

Equality Strand	Information Gathered
Race	
Disability	Work Foundation report on Work, Health and Absence in the Public Sector
Gender	The Work Foundation has also produced a number of reports on changing demographics. Chwarae Teg reports on flexible working.
Sexual Orientation	
Age	
Religion or Belief	CIPD surveys on flexible working
Welsh Language	Some Work Foundation reports relating to employers and the Welsh Language.
Human Rights	<p>General</p> <p>There are gaps in workforce equality monitoring data across all of the protected characteristics. Disaggregated workforce monitoring data is required to inform future policy review and assessment. It is also noted that the Welsh Assembly Government is proposing that public sector employers in Wales will have a specific duty to make arrangements to collect employee data in respect of disciplinary procedures (Welsh Assembly Government Equality Act 2010: Performance of the Public Sector Equality Duties in Wales).</p>

Form 3 : Assessment of Relevance and Priority

Equality Strand	Evidence: Existing Information 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	+1	1
Disability	1	+1	1
Gender	1	+2	2
Gender reassignment	1	+1	1
Sexual Orientation	1	+1	1
Age	1	+2	2
Religion or Belief	1	+2	2
Maternity and Pregnancy	1	+1	1
Welsh Language	1	+1	1
Human Rights	1	+3	3 15 /10=1.5

Scoring Chart A: Evidence Available Decision

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

-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 7 : Outcome Report

To complete this form, refer to guidance at Page 41 of the Toolkit

Organisation:	Welsh Assembly Government/NHS Wales/Trade Unions
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Proposal Sponsored by:	Name:	Janet Wilkinson/Peter Finch
	Title:	Joint Chairs
	Department:	Wales Partnership Forum

Policy Title:	Reservist Policy
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Brief Aims and Objectives of Policy:	<p>NHS Wales supports employees who are members of or wish to join the Volunteer Reserve Forces. These consist of the Royal Naval Reserve (RNR), the Royal Marines Reserve (RMR), the Territorial Army (TA) and the Reserve Air Forces (RAFR and RAuxAF). This policy will also apply to Regular Reservists, who are ex-regulars who may retain a liability to be mobilised.</p> <p>This policy will also apply to High Readiness Reserves (HRR) and Civil Contingency Reaction Forces (CCRF), both of whom must inform their employer of their status given the relatively short notice of deployment. High Readiness Reserves will also require written consent from their employer if they work more than two days per week before they are able to hold this status.</p> <p>The training undertaken by Reservists enables them to develop skills and abilities that can be of benefit to them as employees, and to the employer in terms of service delivery.</p>
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Was the decision reached to proceed to full Equality Impact Assessment?:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Record Reasons for Decision: The principles and values of the policy are grounded in the promotion of fair and equal treatment.	
If no, are there any issues to be addressed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Record Details: Lack of robust workforce monitoring data to be addressed through all Wales action plan and local implementation. Action will be taken to ensure data gaps are addressed through Workforce Information Systems Programme and Electronic Staff Record (ESR). Also, training for managers to ensure that the provisions of the policy are applied fairly and equally should be addressed through all Wales OD leadership programme.	

Is the Policy Lawful?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Will the Policy be adopted?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If no, please record the reason and any further action required: 	

Are monitoring arrangements in place?	Yes ✓	No ☐
	Refer to Action Plan (Form 8) Monitoring arrangements will be addressed through local application of all Wales action plan. Scrutiny and review of monitoring reports will be undertaken at regular intervals by NHS organisation's executive teams and boards.	

Who is the Lead Officer?	Name:	Neil Wooding
	Title:	
	Department:	Welsh Assembly Government
Review Date of Policy:	April 2015	

Signature of all parties:	Name	Title	Signature
	Andrew Davies		

Please Note: An Action Plan should be attached to this Outcome Report prior to signature

Form 8: Action Plan for Reservist Policy

	ACTION	WHO	HOW/ WHEN
Monitoring Arrangements			
How will the Policy be monitored?	Monitoring arrangements will be determined locally. Monitoring outcomes will be reported to Health Boards	Workforce and OD Directors	Every 6 months
What monitoring data will be collected?	Local application of policy and procedure disaggregated against each protected equality characteristic, workplace/directorate and staff group.	Workforce and OD Directors	Ongoing
Other Actions			