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?**	NHS Wales Respect and Resolution Policy
2.	**Policy Aims and Brief Description**	s policy is aimed at securing constructive and lasting solutions to workplace disagreements, conflicts and complaints. Issues that could cause disagreements may include but are not limited to: terms and conditions of employment; health and safety; work relations; bullying and harassment; new working practices; working environment; organisational change; and discrimination. There is a committment to providing a working environment free from assment and bullying and ensuring all staff are treated, and treat others, with dignity and respect. This policy covers harassment or bullying which occurs at work and out of workplace, such as on business trips or at work-related events or social functions. It covers bullying and harassment by staff (which may include consultants, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to our premises.

3.	Who is responsible for the Policy/work?	NHS organisations
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?	All employment policies particularly equality, health and safety, grievance and disciplinary policies, professional codes of conduct, staff charters and NHS Wales Healthcare Standards.
6.	Stakeholders	Staff (employees, students, volunteers and contractors), patients, relatives and clients.
7.	What might help/hinder the success of the Policy?	Factors that may hinder: Lack of leadership and commitment at Board level Lack of leadership and commitment to develop positive behaviours through awareness training and development Lack of confidence of staff to report inappropriate behaviours Lack of development of skills in conflict management Lack of financial and human resources to offer mediation service Difficult financial climate and reductions to budgets

Implications from COVID-19 pandemic and changes as we move into recovery phase

Organisational change

Factors that may help:

Introduction of stronger public sector duty

Integration of conflict management training in management development

Development of mediation services

Healthcare Standards

All Wales implementation plan to support consistent delivery of policy objectives

Form 2 : Information Gathering (P)

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

	Race	Disability	Gender	Gender Reassign ation	Sexual Orientation	Age	Maternity and pregnancy	Religion Belief	Marriage and Civil Pship	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)	P	P	P	P	P	P	P	P	P	P

In other words, should the Policy:										
• eliminate discrimination and eliminate harassment in relation to:	P	P	P	P	P	P	P	P	P	P
• promote equality of opportunity in relation to:	P	P	P	P	P	P	P	P	P	P
• promote good relationships and positive attitudes in relation to:	P	P	P	P	P	P	P	P	P	P
• encourage participation in public life in relation to:	P	P	P	P	P	P	P	P	P	P
In relation to disability only, should the Policy take account of difference, even if it involves treating some individuals more favourably?	N	P								

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	Staff and patient health and safety issues. Supports and maintains the health of staff and makes reasonable adjustments where necessary	

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	Issues of dignity and respect and impact of inappropriate behaviours in the workplace. Recognise threshold is high.	
Article 5 : The right to liberty **Examples**: Issues of patient choice, control, empowerment and independence; issues of patient restraint and control		N/A

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	3	+3	9
Disability	3	+3	9
Gender	3	+3	9
Gender reassignment	3	+3	9

Sexual Orientation	3	+3	9
Age	3	+3	9
Religion or Belief	2	+3	6
Maternity and Pregnancy	2	+2	4
Marriage and Civil Partnership	1	+1	1
Welsh Language	1	+1	1

Scoring Chart A: Evidence Available Decision

Scoring Chart B: Potential Impact

Scoring Chart C: Impact

3	Existing data/research
2	Anecdotal/awareness data only

-3	High negative
-2	Medium negative

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)

1	No evidence or suggestion

-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

-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/Wales Partnership Board

Proposal Sponsored by:	Name:	Paul Summers/Tracy Myhill/Andrew Goodall
	Title:	Joint Chairs
	Department:	Wales Partnership Forum

Policy Title:	
	NHS Wales Respect and Resolution Policy

Brief Aims and Objectives of Policy:	This policy is aimed at securing constructive and lasting solutions to workplace disagreements, conflicts and complaints. Issues that could cause disagreements may include but are not limited to: (a) terms and conditions of employment; (b) health and safety; (c) work relations; (d) bullying and harassment; (e) new working practices; (f) working environment; (g) organisational change; and (h) discrimination. There is a committment to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect. This policy covers harassment or bullying which occurs at work and out of workplace, such as on business trips or at work-related events or social functions. It covers bullying and harassment by staff (which may include consultants, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to our premises.

Was the decision reached to proceed to full Equality Impact Assessment?:	Yes £	No P
	Record Reasons for Decision: The principles and values of the policy are grounded in the promotion of fair and equal treatment. A number of issues highlighted during the review were implemented including ensuring a more simple process; and effective dovetailing with the disciplinary policy.	
If no, are there any issues to be addressed?	Yes P	No £
	Record Details: Lack of robust workforce monitoring data to be addressed through implementation plan and local arrangements. Action will be taken to ensure data gaps are addressed through Workforce Information Systems Programme and Electronic Staff Record (ESR). Also, it is recommended that qualitative research is undertaken within each NHS organisation to explore the experiences of staff using mediation and formal processes to resolve conflict inside the workplace. This should also be addressed within the policy implementation plan.	

Is the Policy Lawful?	Yes P	No £

Will the Policy be adopted?	Yes P	No £
	If no, please record the reason and any further action required:	

Are monitoring arrangements in place?	Yes P		No £
	Refer to Action Plan (Form 8) Monitoring arrangements will be addressed through local application of all Wales implementation plan. .		

Who is the Lead Officer?	Name:	Claire Vaughan
	Title:	Director of Workforce and OD
	Department:	Welsh Ambulance Services NHS Trust
Review Date of Policy:		

Signature of all parties:	Name	Title	Signature
	Andrew Davies		
	Richard Munn		
	Sioned Eurig		
	Sarah Jenkins		

Form 8: Action Plan for Respect and Resolution Policy

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

Describe any other actions highlighted through the policy screening	Policy training for managers to include scope and application of duty to consider reasonable adjustments for disabled employees	OD Group	To be confirmed