

## Form 1: Preparation

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

1.	<b>What are you equality impact assessing?</b>	NHS Wales Secondment Policy
2.	<b>Policy Aims and Brief Description</b>	To provide clear advice, support and guidance to managers and employees regarding the secondment process. To provide a cost effective, fair and equitable method of providing employees with work experience and development opportunities without detriment to service provision.
3.	<b>Who is responsible for the Policy/work?</b>	NHS organisations
4.	<b>Who is Involved in undertaking this EqIA?</b>	Welsh Partnership Forum Business Committee (Sub Group)
5.	<b>Is the Policy related to other Policies/areas of work?</b>	All employment policies particularly organisational change, recruitment and selection, equality, sickness, maternity and career breaks. Professional codes of conduct, staff charters and PDR/E-KSF process.

6.	<b>Stakeholders</b>	All staff, patients, relatives and clients. (Does not apply to the secondment of medical and dental staff.)
7.	<b>What might help/hinder the success of the Policy?</b>	<p><b>Factors that may hinder:</b>  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.  Secondments not being widely advertised, over reliance on networks.</p> <p><b>Factors that may help:</b>  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.  Part of the talent management strategy.  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"> <li>eliminate discrimination and eliminate harassment in relation to:</li> </ul>	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>promote equality of opportunity in relation to:</li> </ul>	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>promote good relationships and positive attitudes in relation to:</li> </ul>	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>encourage participation in public life in relation to:</li> </ul>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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
<b>Consider, is the Policy relevant to:</b>		
<b>Article 2 : The right to life</b>  <b>Examples:</b> The protection and promotion of the safety and welfare of patients and staff; issues of patient restraint and control		N/A
<b>Article 3 : The right not be tortured or treated in an inhuman or degrading way</b>  <b>Examples:</b> 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
<b>Article 5 : The right to liberty</b>  <b>Examples:</b> Issues of patient choice, control, empowerment and independence; issues of patient restraint and control		N/A

<p><b>Article 6 : The right to a fair trial</b></p> <p><b>Example:</b> issues of patient choice, control, empowerment and independence</p>	<p>Appeal process included - fair decision making processes</p>	
<p><b>Article 8 : The right to respect for private and family life, home and correspondence; Issues of patient restraint and control</b></p> <p><b>Examples:</b> 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>N/A</p>
<p><b>Article 11 : The right to freedom of thought, conscience and religion</b></p> <p><b>Examples:</b> 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>		

## Form 7: Outcome Report

Equality Strand	Information Gathered
<b>Race</b>	CIPD Managing Employee Careers Survey 2003. Secondments one of the top ten most commonly used career management practices. Limited disaggregated workforce data available to provide evidence of local issues. Anecdotal evidence suggests a lack of Black and Ethnic Minority representation at senior levels of the organisation. Macpherson Report into Institutional Racism. BEM staff miss out on mainstream development opportunities.
<b>Disability</b>	Limited disaggregated workforce data available to provide evidence of local issues. No local evidence available to assess whether reasonable adjustment duty is relevant.
<b>Gender</b>	CIPD Managing Employee Careers Survey 2003. Secondments one of the top ten most commonly used career management practices. Limited disaggregated workforce data available to provide evidence of local issues.
<b>Sexual Orientation</b>	No disaggregated workforce data to provide evidence of local issues.
<b>Age</b>	Limited disaggregated workforce data to provide evidence of local issues.
<b>Religion or Belief</b>	No disaggregated workforce data to provide evidence of local issues.
<b>Welsh Language</b>	No national research to highlight issues of discrimination and secondments in relation to the Welsh Language. No disaggregated workforce data to provide evidence of local issues.
<b>Human Rights</b>	No data.

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

<b>Organisation:</b>	<b>Welsh Assembly Government/Wales Partnership Board</b>
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<b>Proposal Sponsored by:</b>	<b>Name:</b>	<b>Tracy Myhill/Peter Finch</b>
	<b>Title:</b>	<b>Joint Chairs</b>
	<b>Department:</b>	<b>Wales Partnership Board</b>

<b>Policy Title:</b>	<b>NHS Wales Secondment Policy</b>
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<b>Brief Aims and Objectives of Policy:</b>	To provide clear advice, support and guidance to managers and employees regarding the secondment process. To provide a cost effective, fair and equitable method of providing employees with work experience and development opportunities without detriment to service provision.
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<b>Was the decision reached to proceed to full Equality Impact Assessment?:</b>	<b>Yes <input type="checkbox"/></b>	<b>No <input checked="" type="checkbox"/></b>
	<b>Record Reasons for Decision:</b> <ul style="list-style-type: none"> <li>The principles and values of the policy are grounded in the promotion of fair and equal treatment. Lack of data/evidence, however it is relevant. The issue of monitoring has been addressed- action needs to be taken to ensure action to ensure that robust workforce monitoring data is available for the policy review in 2012.</li> </ul>	
	<b>Yes <input checked="" type="checkbox"/></b>	<b>No <input type="checkbox"/></b>

	<b>Record Details:</b> 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).
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<b>Is the Policy Lawful?</b>	<b>Yes</b> ✓	<b>No</b> ☐
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<b>Will the Policy be adopted?</b>	<b>Yes</b> ✓	<b>No</b> ☐
If no, please record the reason and any further action required:		

<b>Are monitoring arrangements in place?</b>	<b>Yes</b> ✓	<b>No</b> ☐
<b>Refer to Action Plan (Form 8)</b> Monitoring arrangements will be addressed through local application of all Wales implementation plan. Scrutiny and review of monitoring reports will be undertaken at regular intervals by the Wales Partnership Board.		

<b>Who is the Lead Officer?</b>	<b>Name:</b>	<b>Sheelagh Lloyd Jones</b>
	<b>Title:</b>	
	<b>Department:</b>	<b>Welsh Assembly Government</b>

<b>Review Date of Policy:</b>	<b>Autumn 2012</b>
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<b>Signature of all parties</b>	<b>Name</b>	<b>Title</b>	<b>Signature</b>
	Andrew Davies		
	Lesley Hall		

**Action Plan: Dignity at Work Policy Implementation Plan is attached.**

