



Part A: Preparation and Assessment of Relevance and Priority

Part A is a three step process which will help you to prioritise work and prepare for EqlA.

Step 1 - Preparation:
identify the title of the
Policy/function/strategy, the main aims and
the key contributors
(see **Form 1**)



Step 2 - Gather Evidence:
collect, but do not analyse information at
this stage - just see what evidence is
available
(see **Form 2**)



**Step 3 - Assessment of Relevance and
Priority:**
determine whether or not the evidence
demonstrates high, medium, low, or no
relevance and priority across the core
dimensions of the equality duties, by each of
the equality strands
(see **Form 3**)

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	Occupational Health Policy . The impact of the policy across all Equality legislation
2.	Policy Aims and Brief	Occupational Health Policy Sets out the aims and objectives of the Occupational Health Service and provides an overview of the framework in which Occupational Health Physicians and Occupational Health Nurse Practitioners provide independent, impartial advice. It applies to all Cardiff and Vale Health Board premises and to the entire workforce.
3.	Who Owns/Defines the Policy	Director of Workforce & OD Consultant Occupational Physician Senior Occupational Health Nurse
4.	Who is Involved in undertaking this EqIA?	Business Manager, Workforce & OD Consultant Occupational Physician Senior Occupational Health Nurse
5.	Other Policies	The Occupational Health Policy should be read in the context of the Health and Safety Policy, Workforce & OD Sickness Absence and Rehabilitation Policies.
6.	Stakeholders	All managers and staff employed by Cardiff and Vale UHB.

Form 2: Evidence Gathering

[illegible]

Welsh Language	Equality Act 2010 / The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 Welsh Language Act 1993 Welsh Language (Wales) Measure 2011		√		√		√		√		
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	The policy adheres to the principles of the Human Rights Act in ensuring that staff are treated with dignity and respect at all times and any individual issues are taken into account. Staff confidentiality is respected, complying with the principles of the Data Protection Act.										

*** 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	3	0	0
Disability	3	0	0
Gender	3	0	0
Sexual Orientation	3	0	0
Age	3	0	0
Religion or Belief	1	0	0
Welsh Language	3	0	0
Human Rights	3	0	0

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:	Occupational Health Policy
Organisation:	Cardiff and Vale UHB
Name: Title: Department:	Rod Hill Manager, Occupational Health Service Workforce and OD
Summary of Assessment:	The Equality Impact Research completed has identified no obvious evidence of any equality concerns relating to the UHB Occupational Health Policy.
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">No</p> <p>The overall outcome of the EQIA is that no equality concerns have been identified. Based on the assessment that there is no evidence to suggest that there is an impact on any groups the decision made is that Part B, The Equality Impact Assessment Questionnaire action plan will not be completed.</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.

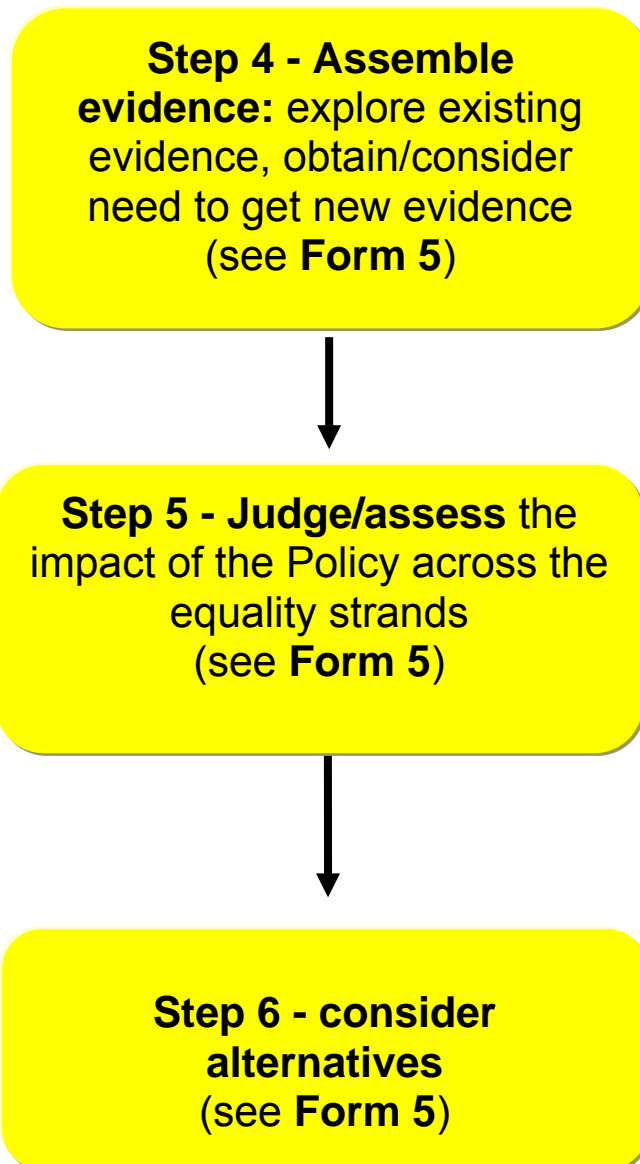
	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqlA?	N/A				
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?	N/A				

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				

Date:	Approval September 2011
Monitoring Arrangements:	Occupational Health Management team to monitor and report issues as they arise.
Review Date:	Review in 3 years
Signature of all Parties:	

Part B: Equality Impact Assessment

Part B has three steps:



Form 5: Equality Impact Assessment

Step 4 - Assemble evidence		
1.	Do you have adequate information? Refer to Form 2 (Part A, Step 2: <i>Evidence Gathering</i>) If not, can the Policy go ahead during this process?	
2.	Does the evidence relate to all strands? (please explain)	
3.	What additional information is required?	
4.	State which representative bodies of relevant groups you will liaise with for support. Is the information representative?	

Step 5 - Judge/assess the impact of the policy across the equality strands

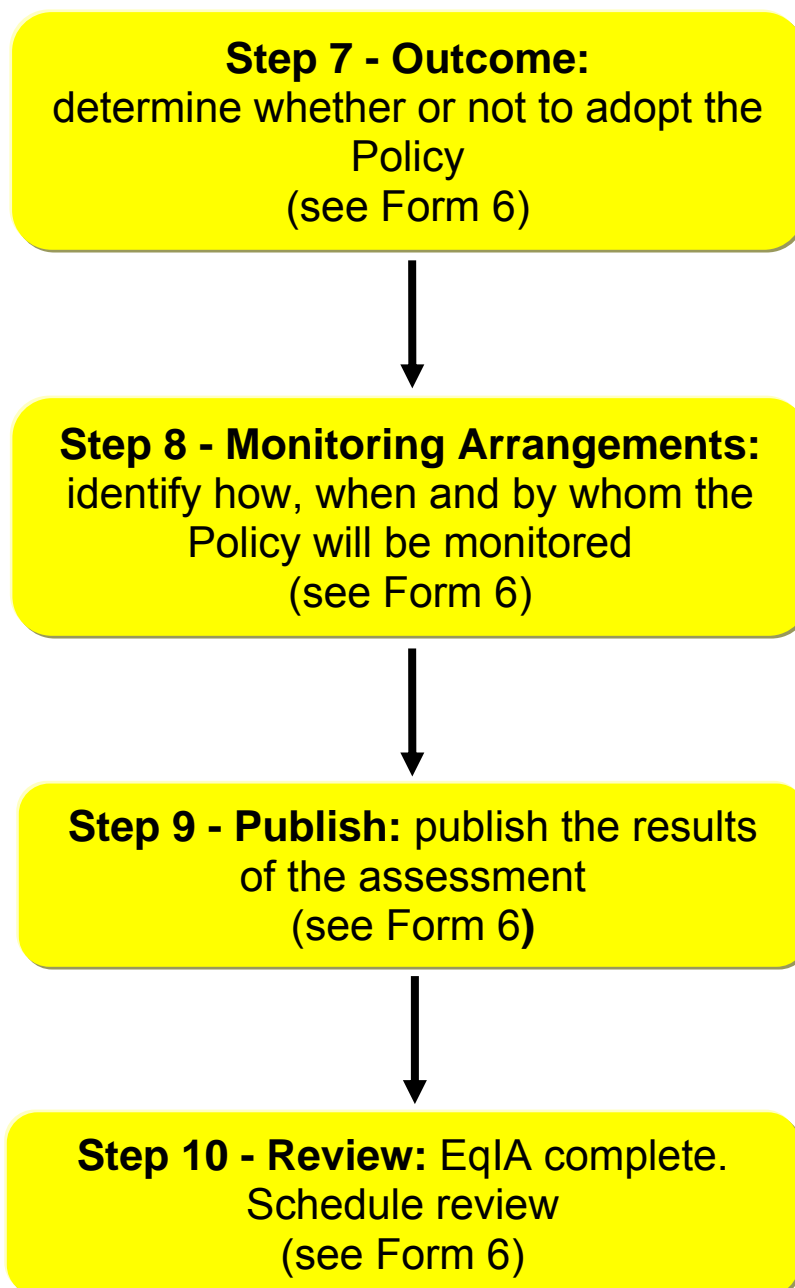
Detail below whether you have identified any positive, adverse or differential effect for any of the following strands:

EQUALITY STRAND/GROUP					
		Adverse	Differential	Positive	Comments
Age					
Disability					
Gender					
Race					
Religion or Belief					
Sexual Orientation					
Welsh Language					
Human Rights					

Step 6 - Consider Alternatives					
6.	Describe any mitigating actions taken to reduce adverse impact.				
7.	Is there a handling strategy for any unavoidable but not unlawful negative impacts that cannot be mitigated?				
8.	Describe actions taken to maximise the opportunity to promote equality i.e. changes to the Policy, regulation, guidance, communication, monitoring or review				
9.	What changes have been made as a result of the equality impact assessment?				

Part C: Outcome, Monitoring, Publication and Review

Part C is a four step process as follows:



Form 6: Outcome, Monitoring, Publication and Review

Step 7 - Outcome: determine whether to adopt the policy or not		
1.	Will the policy be adopted?	
2.	If No please give reasons and any alternative action(s) agreed: (If the policy is not to be adopted please proceed to step 9).	
Step 8 - Monitoring arrangements: identify how, when and by whom the policy will be monitored.		
3.	How will the policy be monitored?	
4.	What monitoring data will be collected?	

5.	How will this data be collected?	
6.	When will the monitoring data be analysed?	
7.	Who will analyse the data?	
Step 9 - Publish the results of the assessment		
8.	What changes have been made?	
9.	Describe any mitigating actions taken Provide details of any actions taken to promote equality	

10.	Describe the arrangements for publishing the EQIA Outcome Report	
Step 10 - Schedule review		
11.	When will the policy be subject to a further review?	