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?	Cardiff and Vale University Local Health Board (UHB) Security Policy
2.	**Policy Aims and Brief Description** - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The UHB is committed to ensuring that staff, patients, visitors and contractors operate in a safe and secure environment with measures taken to optimise the protection of public and private property. The UHB recognises its duty in respect of security and acknowledges the statutory requirements under the legislation and case law which applies to the NHS in regard to security. To increase staff awareness of security matters via education and crime prevention awareness sessions and to encourage a security culture within the UHB.
3.	**Who Owns/Defines the Policy?** - who is responsible for the Policy/work?	The Chief Executive has ultimate responsibility for security within the UHB However, responsibility for many aspects of management has been devolved down to functional departments and clinical directorates. The operational management of Security Services is designated to the Director of Governance
4.	**Who is Involved in undertaking this EqIA?** - who are the key contributors to the EqIA and what are their roles in the process?	The EqIA was undertaken by the UHB Security Manager. Consultation of the Security Policy was via the UHB Operational Health & Safety Membership includes Health and Safety Services, Staff Representatives, Directorate Managers, Divisional Managers, and Cardiff University,

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 is associated with the UHB Health and Safety Policy which incorporates Personal Safety, Violence and Aggression, Lone Worker, Incident Reporting and Risk Management. Security related Polices / Procedures - Identification Badge, Access Control Identification Badge, CCTV Data Protection Lone Worker Search of Patients and Property, Crime Prevention, Aggression and Violence in a Clinical Setting.
6.	**Stakeholders** - Who is involved with or affected by this Policy?	The UHB is committed to ensuring that staff, patients, visitors and contractors operate in a safe and secure environment and measures are taken to optimise the protection of public and private property.
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.	Required financial resources to provide and maintain the necessary crime deterrent equipment as CCTV, Access Control, etc. to prevent, deny and detect crime. Lack of willingness by staff / individuals to become involved or accept or understand the important role and responsibility they have for security. The UHB and departmental staff induction training. Ongoing Police Crime Prevention sessions, i.e. Bike Marking.

Form 2: Evidence Gathering

These boxes need a tick or a cross in them

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.					
		Eliminating Discrimination and Eliminating Harassment	Promoting Equality of Opportunity	Promoting Good Relations and Positive Attitudes	Encouraging participation in Public Life	Take account of difference even if it involves treating some individuals more favourably*	
Race	*'Doing Well Doing Better'* **Standards for Health Services in Wales** www.uhsm.**nhs**.uk/.../**Security**%20Management%20**Policy**%20S1%20V3.00.pdf *www.brightonandhovepct.nhs.uk www.worcestershire.**nhs**.uk/file_download.aspx?id=901cbbcb-d67b... www.gywpct.**nhs**.uk/_store/documents/**securitypolicy**0410.pdf* http://www.westessexpct.nhs.uk/pubs/pdfs/policysecurity.pdf http://www.southerntrust.hscni.net/corporate/policy/Arson%20Policy.pdf http://www.wandsworth.nhs.uk/WorkingForUs/PandP/Documents/Security%20Strategy%20v3.pdf	√	√	√	X		
Disability	1. *'Doing Well Doing Better'* **Standards for Health Services in Wales** www.uhsm.**nhs**.uk/.../**Security**%20Management%20**Policy**%20S1%20V3.00.pdf *www.brightonandhovepct.nhs.uk www.worcestershire.**nhs**.uk/file_download.aspx?id=901cbbcb-d67b...*	√	√	√	X	√	

	www.gywpct.**nhs**.uk/_store/documents/**securitypolicy**0410.pdf http://www.westessexpct.nhs.uk/pubs/pdfs/policysecurity.pdf http://www.southerntrust.hscni.net/corporate/policy/Arson%20Policy.pdf http://www.wandsworth.nhs.uk/WorkingForUs/PandP/Documents/Security%20Strategy%20v3.pdf						
Gender	Please see above	√	√	√	X		
Sexual Orientation	Please see above	√	√	√	X		
Age	Please see above	√	√	√	X		
Religion or Belief	Please see above	√	√	√	X		
Welsh Language	The Security Service 'Identification Badge and Access Control Identification Badge Policy' complies with the printing of the Welsh speaker symbol on appropriate Identification Badges.	√	√	√	X		

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 main aim of the Security Policy is the protection of life, property and the removal/reduction of the fear of crime by providing a safe environment to work in and to visit as a patient or visitor. This Policy takes in to account Mental Health,

| | Capacity and respect of individuals, including the right to privacy and the freedom of expression (providing this is not in a threatening or intimidating manner to staff and / or other service user).

The United Nations 'Convention on the Rights of the Child' is recognised within the Security Policy and there are occasions when security personnel are operationally involved when the UHB have a Clinical need to implement Article 9 (separation from parents) of the convention. |
|---|---|

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

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:	Cardiff and Vale University Local Health Board Security Services Policy
Organisation:	Cardiff and Vale University Local Health Board
Name: **Title:** **Department:**	Support Services Manager Director of Nursing
Summary of Assessment:	The Equality Impact Assessment Questionnaire undertaken identifies that there is no obvious evidence of any equality concerns relating to the UHB Security Policy.
Decision to Proceed to Part B Equality Impact Assessment:	**Please record reason(s) for decision** The Equality Impact Assessment Questionnaire research undertaken has identified no obvious evidence of any equality concerns relating to the UHB Security Services Policy. Therefore the Support Services Manager decision, based on the evidence obtained, is not to progress with Part B, the Equality Impact Assessment Questionnaire Action Plan.

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 EqIA 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 EqIA?	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?	Not applicable				

3. **Justification**: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	Not applicable				
4. Describe any **mitigating actions** taken?	Not applicable				
5. Provide details of any actions planned or taken to **promote equity**.	Not applicable				

Date:	5th December 2012
Monitoring Arrangements:	To be monitored and reviewed linked to any changes in Equality Legislation, Security Policy or UHB Policies that may impact on the Equality Impact Assessment Questionnaire outcome.
Review Date:	To coincide with the Security Policy review date of every Three years.
Signature of all Parties:	*S Pellatt* Stephen Pellatt Security Manager *C Dalton* Charles Dalton Head of Health & Safety