

Equality & Health Impact Assessment for the All Wales Pay Progression Policy

Please note:

- The completed Equality & Health Impact Assessment (EHIA) must be
 - Included as an appendix with the cover report when the strategy, policy, plan, procedure and/or service change is submitted for approval
 - Published on the UHB intranet and internet pages as part of the consultation (if applicable) and once agreed.
- Formal consultation must be undertaken, as required
- Appendices 1-3 must be deleted prior to submission for approval

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	N/A
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Public Health Wales Policy Author/Lead – All Wales Workforce and Organisational Development
3.	Objectives of strategy/ policy/ plan/ procedure/ service	The aim of the policy is to improve performance and productivity as well as support the implementation of change by helping staff to understand more clearly what is expected of them in terms of behaviours and new ways of working. It is not a cost saving measure aimed to limit progression but a policy that seeks to get value for money by linking pay progression with performance rather than time served in role.

<p>4. Evidence and background information considered. For example</p> <ul style="list-style-type: none"> • population data • staff and service users data, as applicable • needs assessment • engagement and involvement findings • research • good practice guidelines • participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages <p>Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.</p>	<p>Organisational Profile</p> <p>Age Profile</p> <table border="0"> <thead> <tr> <th>Age</th> <th>%</th> </tr> </thead> <tbody> <tr> <td><20</td> <td>0.17%</td> </tr> <tr> <td>20-25</td> <td>4.14%</td> </tr> <tr> <td>26-30</td> <td>9.40%</td> </tr> <tr> <td>31-35</td> <td>12.26%</td> </tr> <tr> <td>36-40</td> <td>13.37%</td> </tr> <tr> <td>41-45</td> <td>13.77%</td> </tr> <tr> <td>46-50</td> <td>15.56%</td> </tr> <tr> <td>51-55</td> <td>16.00%</td> </tr> <tr> <td>56-60</td> <td>10.80%</td> </tr> <tr> <td>>60</td> <td>4.53%</td> </tr> </tbody> </table> <p>Disability</p> <p>2% of our staff have indicated that they have a disability, but this information is not known for 51% of staff.</p> <p>Gender</p> <p>The gender breakdown of the organisation is approximately 80% female and 20% male.</p> <p>The gender breakdown of part time workers is approximately 90% female and 10% male.</p> <p>Marital Status</p>	Age	%	<20	0.17%	20-25	4.14%	26-30	9.40%	31-35	12.26%	36-40	13.37%	41-45	13.77%	46-50	15.56%	51-55	16.00%	56-60	10.80%	>60	4.53%
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Marital status	%
Civil Partnership	0.84%
Divorced	6.27%
Legally Separated	0.73%
Married	54.56%
Single	27.70%
Unknown	8.79%
Widowed	0.84%
(blank)	0.28%
Grand Total	100.00%

Ethnicity

69% of our staff have indicated their ethnic group; of this proportion, 67% are White, and the remainder are Mixed - Any other mixed background 0.1%, Asian or Asian British – Indian 0.6%, Asian or Asian British – Pakistani 0.2, Asian or Asian British – Bangladeshi 0.1, Asian or Asian British - Any other Asian background 0.2, Asian Tamil 0.1, Black or Black British – Caribbean 0.1, Black or Black British – African 0.3 , Chinese 0.1, Any Other Ethnic Group 0.2 and Japanese 0.1.

Religious Belief

Belief	%
Atheism	11.70%
Buddhism	0.11%
Christianity	36.93%
Hinduism	0.34%
Islam	0.45%

		<p>Not Disclosed 20.82%</p> <p>Other 6.49%</p> <p>Sikhism 0.22%</p> <p>Unspecified 22.94%</p> <p>Sexuality</p> <p>Of the 61% of our staff who have disclosed this information, 59.4% indicated they are heterosexual, 0.42% gay, 0.42% bisexual and 0.24% lesbian.</p> <p>We currently do not collect information regarding the following: Gender re-assignment Socio-economic status</p> <p>Engagement</p> <p>In preparing this policy consultation has taken place nationally through the Welsh Partnership Forum.</p> <p>Research and Good Practice</p> <p>A range of other organisational policies and EQIAs have been reviewed to look at good practice and to review different impacts Employment Breaks have on diverse groups.</p>
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	This policy applies to all employees of Public Health Wales who are interest in applying for an employment break.

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6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
6.1 Age For most purposes, the main categories are: <ul style="list-style-type: none"> • under 18; • between 18 and 65; and • over 65 	There is no specific evidence to suggest the policy impacts on people due to their age. This policy will be applied consistently regardless of age.		
6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	There is no specific evidence to suggest that this policy will impact on employees with a disability.		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p>6.3 People of different genders: Consider men, women, people undergoing gender reassignment</p> <p>NB Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender</p>	<p>There is no specific evidence to suggest the policy impacts on people due to their gender. This policy will be applied consistently regardless of gender.</p>		
<p>6.4 People who are married or who have a civil partner.</p>	<p>There is no specific evidence to suggest the policy impacts on people due to their age.</p> <p>This policy will be applied consistently regardless of marital status.</p>		

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<p>6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. They are protected for 26 weeks after having a baby whether or not they are on maternity leave.</p>	<p>There is no specific evidence to suggest the policy impacts on people due pregnancy.</p>	<p>During Maternity, Paternity and Adoption leave service is considered to be continuous. If Maternity, Paternity or Adoption Leave coincides with incremental dates then the member of staff concerned will not be penalized.</p> <p>Should the leave coincide with review/incremental date; pay progression will not be affected and an assessment will take place upon return. This assessment will form part of the return to work, ensuring that essential skills are updated and objectives revised.</p> <p>If the member of staff is in the formal stages of</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
		the capability policy at the time of commencing maternity/adoption leave, and there is evidence to show that they would be unlikely to have met their pay progression criteria, it may be possible to withhold the pay increment. However, advice must be sought from a relevant member of the W&OD department.	
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	There is no specific evidence to suggest the policy impacts on people due to their race. This policy will be applied consistently regardless of race.		
6.7 People with a religion or belief or with no	There is no specific evidence to suggest the policy impacts		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
religion or belief. The term 'religion' includes a religious or philosophical belief	on people due to their belief. This policy will be applied consistently regardless of belief.		
6.8 People who are attracted to other people of: <ul style="list-style-type: none"> • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual) 	There is no specific evidence to suggest the policy impacts on people due to who they are attracted to. This policy will be applied consistently regardless of who they are attracted to.		
6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design Well-being Goal – A Wales of vibrant culture and	There is no specific evidence to suggest the policy impacts on people due to communicating using the Welsh Language.	The policy will be made available in Welsh should a member of staff request it. Correspondence can be made available in Welsh should a staff member request it.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
thriving Welsh language			
6.10 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	There is no specific evidence to suggest the policy impacts on people due to their income. There will be no potential reduction in pay for those on lower incomes/bands. There is a potential for a slight reduction in pay for those on higher incomes/bands (8cand above).	All line managers will be provided with training to ensure that employees are fully aware of their objectives and will provide support to enable them to achieve those objectives. The My Contribution Policy which is closely linked to this policy also provides for a 'Rescue and Recovery' process to support staff to achieve their objectives.	
6.11 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators,	There is no specific evidence to suggest the policy impacts on people due to where they		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
people unable to access services and facilities	live. This policy will be applied consistently regardless of where they live.		
6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service	N/A		

7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>7.1 People being able to access the service offered: Consider access for those living in areas of deprivation and/or those experiencing health inequalities</p> <p>Well-being Goal - A more equal Wales</p>	<p>This policy is not a service that is offered and so this is not applicable.</p>		
<p>7.2 People being able to improve /maintain healthy lifestyles: Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the</p>	<p>There is no specific evidence to suggest the policy impacts on people being able to improve/maintain healthy lifestyles.</p>		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc</p> <p>Well-being Goal – A healthier Wales</p>			
<p>7.3 People in terms of their income and employment status: Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working</p>	<p>There will be no potential reduction in pay for those on lower incomes/bands. There is a potential for a slight reduction in pay for those on higher incomes/bands (8cand above).</p>	<p>All line managers will be provided with training to ensure that employees are fully aware of their objectives and will provide support to enable them to achieve those objectives.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
conditions Well-being Goal – A prosperous Wales		The My Contribution Policy which is closely linked to this policy also provides for a 'Rescue and Recovery' process to support staff to achieve their objectives.	
7.4 People in terms of their use of the physical environment: Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and	There is no specific evidence to suggest the policy impacts on the physical environment.		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
open spaces Well-being Goal – A resilient Wales			
7.5 People in terms of social and community influences on their health: Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos Well-being Goal – A Wales of cohesive communities	There is no specific evidence to suggest the policy impacts on people in terms of social and community influences.		
7.6 People in terms of macro-economic, environmental and sustainability factors: Consider the impact of	There is no specific evidence to suggest the policy impacts on people in terms of macro-economic, environmental and		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
government policies; gross domestic product; economic development; biological diversity; climate Well-being Goal – A globally responsible Wales	sustainability factors.		

Please answer question 8.1 following the completion of the EHIA and complete the action plan

<p>8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service</p>	<p>The policy is designed to xxxxxx</p>
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Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.2 What are the key actions identified as a result of completing the EHIA?</p>	<p>Applying the policy fairly and consistently</p> <p>Providing support and guidance to managers and staff</p>	<p>People and OD department</p> <p>People and OD department</p>	<p>Ongoing</p> <p>Ongoing</p>	

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</p> <p>This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?</p>	No			

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.4 What are the next steps?</p> <p>Some suggestions:-</p> <ul style="list-style-type: none"> • Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> ○ continues unchanged as there are no significant negative impacts ○ adjusts to account for the negative impacts ○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so) ○ stops. • Have your strategy, policy, plan, procedure and/or service proposal approved • Publish your report of this impact assessment • Monitor and review 	<p>Policy to continue for approval</p>			