

## Equality & Health Impact Assessment for (Employee Recognition Procedure)

### Part 1

Please answer all questions:-

<b>1.</b>	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Employee Recognition Procedure.
<b>2.</b>	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Vicki Denney Vicki.denney3@wales.nhs.uk
<b>3.</b>	Objectives of strategy/ policy/ plan/ procedure/ service	This policy supersedes the Retirement Gratuity Procedure, to provide more inclusivity to all colleagues of the organization, which recognizes commitment and the work undertaken by colleagues at varying stages of their careers within Public Health Wales.
<b>4.</b>	Evidence and background information considered. For example <ul style="list-style-type: none"> <li>• population data</li> <li>• staff and service users data, as applicable</li> <li>• needs assessment</li> <li>• engagement and involvement findings</li> <li>• research</li> <li>• good practice guidelines</li> <li>• participant knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered Institute of Personnel and Development</li> <li>• Local Partnership Forum</li> <li>• NHS Employers – Employee Recognition</li> <li>• Employee recognition working group</li> <li>• Public Health Wales People Strategy 2030</li> <li>• Public Health Wales Staff Diversity Networks</li> <li>• Public Health Wales Strategy Cohesion Group</li> <li>• Hywel Dda Health Board – Celebrating our staff</li> <li>• Powys Teaching Health Board – Long Service Award policy</li> <li>• Aneurin Bevan Health Board – Long Service Award policy</li> </ul>

	<ul style="list-style-type: none"> <li>• list of stakeholders and how stakeholders have engaged in the development stages</li> <li>• comments from those involved in the designing and development stages</li> </ul> <p>Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.</p>	<ul style="list-style-type: none"> <li>• Betsi Cadwaladr University Health Board – Long Service Award policy</li> <li>• NWSSP – Long Service Award policy</li> <li>• Swansea Bay University Health Board – Long Service Recognition policy</li> <li>• Velindre University NHS Trust – Long Service Award policy</li> <li>- Welsh Ambulance Service Trust – Awards ad Recognition policy</li> </ul>
<b>5.</b>	<p>Who will be affected by the strategy/ policy/ plan/ procedure/ service</p> <p>Consider staff as well as the population that the project/change may affect to different degrees.</p>	<p>All colleagues of the organization.</p>

## Part 2- Equality and Welsh language

### 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'.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
<b>6.1 Age</b> For most purposes, the main categories are: <ul style="list-style-type: none"> <li>• under 18;</li> <li>• between 18 and 65; and</li> <li>• over 65</li> </ul>	<p>Employee recognition is available to all colleagues of the organisation who meet the criteria within the procedure.</p> <p>However, there is likely to be a positive impact as older colleagues are will benefit most from this procedure, as someone retiring is likely to be over the age of 65, and therefore will receive a financial benefit.</p>	<p>We believe the solutions need to manage these risks are cultural – the organisation and our processes, practices and policies must be inclusive.</p>	<p>Ensure that all eligible colleagues receive their recognition award in line with the procedure.</p>

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
<b>6.2 Persons with a disability as defined in the Equality Act 2010</b> Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	No impact.	No impact.	No impact.
<b>6.3 People of different genders:</b> Consider men, women, people undergoing gender reassignment  <b>NB</b> 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	As the procedure takes into account 'total' NHS service, rather than just with PHW, the procedure positively impacts women who have taken time off to have children as it encompasses total NHS employment history, rather than that of just working in PHW.	No impact.	No impact.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
procedures. Sometimes referred to as Trans or Transgender			
<b>6.4 People who are married or who have a civil partner.</b>	No impact.	No impact.	No impact.
<b>6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.</b>	No impact.	No impact.	No impact.
<b>6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers</b>	No impact.	No impact.	No impact.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
<b>6.7 People with a religion or belief or with no religion or belief.</b> The term 'religion' includes a religious or philosophical belief	No impact.	No impact.	No impact.
<b>6.8 People who are attracted to other people of:</b> <ul style="list-style-type: none"> <li>the opposite sex (heterosexual);</li> <li>the same sex (lesbian or gay);</li> <li>both sexes (bisexual)</li> </ul>	No impact.	No impact.	No impact.
<b>6.9 People according to their income related group:</b> Consider people on low income, economically inactive, unemployed/workless,	The employee recognition procedure should not adversely impact people who communicate using the Welsh language.	No impact.	A new staff diversity network, Ymlaen, has been set up and shared online space has been established for Welsh speakers and learners, to give them opportunities to use Welsh with colleagues on an informal basis.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
people who are unable to work due to ill-health	The Policy will be available in Welsh on our policies webpages.		
<b>6.10 People according to where they live:</b> Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	No impact.	No impact.	No impact.
<b>6.11 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</b>	No impact.	No impact.	No impact.
<b>6.12 Welsh Language</b>			
<b>There are 2 key considerations to be made during the development of a policy, project, programme, service to ensure there are no adverse effects and/or a positive or increased positive effect on:</b> (please note these will continue to be reviewed to ensure Public Health Wales fulfils their duties to comply with one or more standards outlined within the Welsh Language Standards (No 7) Regulations 2018)			

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<b>Opportunities for persons to use the Welsh language</b>	No impact.	No impact.	No impact.
<b>Treating the Welsh language no less favourably than the English language</b>	No impact.	No impact.	No impact.

### **Part 3 – Health**

Questions in this section relate to the impact on the health and wellbeing outcomes of the population **and** specific population groups who could be more impacted than others by a policy/project/proposal.

The part of the assessment identifies;

- which specific groups in the population could be impacted more (inequalities)
- what those potential impacts could be across the wider determinants of health framework?
- Potential gaps, opportunities to maximise positive H&WB outcomes
- Recommendations/mitigation to be considered by the decision makers

#### **7. Identification of specific population groups**



Use the WHIASU Population Groups checklist as a reference to identify the population groups who could be more impacted than others by a policy/project/proposal. The check list can be found on the PHW Integrated EqHIA guidance pages (requires link to PHW Intranet pages for additional information and resources)

The groups listed have been identified as more susceptible to poorer health and wellbeing outcomes (health inequalities) and therefore it is important to consider them in a HIA assessment. In a HIA, the groups identified, as more sensitive to potential impacts will depend on the characteristics of the local population, the context, and the nature of the proposal itself.

7.1 Groups identified	Rational/explanation

### Assessment

Complete the wider determinants framework table below providing rational/evidence where appropriate:

1. Consider how the proposal could impact on the population and specific population groups identified above (positive/negative) for each of the wider determinants (the bullets under each determinant are there as a guide)
2. Record any unintended consequences (negative impacts) and/or gaps identified
3. Record any positive impacts or missed opportunities to maximise positive health and wellbeing outcomes
4. identify and record mitigation/recommendations where appropriate

**Please note** you may find that not all determinants are relevant to the project/plan however recording N/A is not acceptable a rational or evidence should be explained/referenced

Wider determinant for consideration	Positive impacts or additional opportunities	Unintended consequences or gaps	Population groups affected	Mitigation/recommendations
<b>7.2 Lifestyles</b> <ul style="list-style-type: none"> <li>• Diet/nutrition/breastfeeding</li> <li>• Physical activity</li> </ul>	No impact.	No impact.	No impact.	No impact.

<ul style="list-style-type: none"> <li>• Use of alcohol, cigarettes, e-cigarettes</li> <li>• Use of substances, non-prescribed drugs, abuse of prescription medication</li> <li>• Social media use</li> <li>• Sexual activity</li> <li>• Risk-taking activity i.e. gambling, addictive behaviour</li> </ul>				
<b>7.3 Social and community influences on health</b> <ul style="list-style-type: none"> <li>• Adverse childhood experiences</li> <li>• Citizen power and influence</li> <li>• Community cohesion, identity, local pride</li> <li>• Community resilience</li> <li>• Domestic violence</li> <li>• Family relationships</li> <li>• Language, cultural and spirituality</li> <li>• Neighbourliness</li> <li>• Social exclusion i.e. homelessness</li> <li>• Parenting and infant attachment</li> <li>• Peer pressure</li> <li>• Racism</li> <li>• Sense of belonging</li> <li>• Social isolation/loneliness</li> <li>• Social capital/support/networks</li> <li>• Third sector &amp; volunteering</li> </ul>	This policy supports colleagues sense of belonging, following the recognition of service to NHS Wales.	No impact.	No impact.	No impact.
<b>7.4 Mental Wellbeing</b> <ul style="list-style-type: none"> <li>• Does this proposal support sense of control?</li> <li>• Does it enable participation in community and economic life?</li> <li>• Does it impact on emotional wellbeing and resilience?</li> </ul>	By supporting all colleagues, the policy aims to positively effect wellbeing and resilience.	No impact.	No impact.	No impact.
<b>7.5 Living/ environmental conditions affecting health</b> <ul style="list-style-type: none"> <li>• Air quality</li> </ul>	No impact.	No impact.	No impact.	No impact.

<ul style="list-style-type: none"> <li>• Attractiveness/access/availability/quality of area, green and blue space, natural space.</li> <li>• Health &amp; safety, community, individual, public/private space</li> <li>• Housing, quality/tenure/indoor environment</li> <li>• Light/noise/odours, pollution</li> <li>• Quality &amp; safety of play areas (formal/informal)</li> <li>• Road safety</li> <li>• Urban/rural built &amp; natural environment</li> <li>• Waste and recycling</li> <li>• Water quality</li> </ul>				
<b>7.6 Economic conditions affecting health</b> <ul style="list-style-type: none"> <li>• Unemployment</li> <li>• Income, poverty (incl. food and fuel)</li> <li>• Economic inactivity</li> <li>• Personal and household debt</li> <li>• Type of employment i.e. permanent/temp, full/part time</li> <li>• Workplace conditions i.e. environment culture, H&amp;S</li> </ul>	No impact.	No impact.	No impact.	No impact.
<b>7.7 Access and quality of services</b> <ul style="list-style-type: none"> <li>• Careers advice</li> <li>• Education and training</li> <li>• Information technology, internet access, digital services</li> <li>• Leisure services</li> <li>• Medical and health services</li> <li>• Other caring services i.e. social care; Third Sector, youth services, child care</li> <li>• Public amenities i.e. village halls, libraries, community hub</li> <li>• Shops and commercial services</li> <li>Transport including parking, public transport, active travel</li> </ul>	No impact.	No impact.	No impact.	No impact.

<b>7.8 Macro-economic, environmental and sustainability factors</b> <ul style="list-style-type: none"> <li>• Biodiversity</li> <li>• Climate change/carbon reduction/flooding/heatwave</li> <li>• Cost of living i.e. food, rent, transport and house prices</li> <li>• Economic development including trade</li> <li>• Government policies i.e. Sustainable Development principle (integration; collaboration; involvement; long term thinking; and prevention)</li> <li>• Gross Domestic Product</li> <li>• Regeneration</li> </ul>	No impact.	No impact.	No impact.	No impact.
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### Stage 3

**Summary of key findings and actions Please answer question 8.1 following the completion of the EHIA and complete the action plan**

Key findings: Impacts/gaps/opportunities	Actions (what is needed and who needs to do) to address the identified mitigation and recommendations	Lead	Timescale	
<ul style="list-style-type: none"> <li>• The employee recognition procedure is applicable to all colleagues of Public Health Wales, based on their length of service.</li> <li>• Given the wide spanning awards available, those with five years service will start to benefit from the procedure, right up to colleagues who</li> </ul>	Ongoing monitoring of the implementation of the policy, and publicity to ensure all colleagues are aware of it.	Policy Lead	31/03/24	

<p>retire from the organisation.</p> <ul style="list-style-type: none"><li>• There is a risk that not all colleagues will access what is available to them within the procedure, due to their accessibility to systems.</li><li>• An ongoing programme on publicity will support and remind all colleagues that the procedure is available to those who fulfil the criteria set out within the procedure.</li></ul>				
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