

Equality Impact Assessment: Screening Tool

When contemplating a new project, the planning process should take account of intended and unintended impacts on people protected by equalities legislation and on all disadvantaged groups.

For the purposes of Equality Impact Assessment, the term project includes:

- New policies and services
- Significant changes to existing policies or services
- Advice to, or collaborations with, partner organisations.

Services and amenities should be targeted according to need so that people who are most disadvantaged are prioritised and protected from negative health impacts.

Equality Impact Assessment includes the following:

Race	Religion/belief
Gender	Marriage and civil partnership
Disability	Pregnancy and maternity
Gender reassignment	Socio-economic disadvantage
Sexual orientation	Welsh language
Age	

Undertaking an Equality Impact Assessment **at an early stage of the planning process** and with involvement of the relevant groups ensures that equity issues are addressed. Identification of negative impacts, especially where no mitigation is planned, indicates the need to find a better way forward. This can be done by adjustments to the project or, if necessary, by means of a more detailed impact assessment.

Guidance notes are available to assist in completion of this Equality Impact Assessment screening tool.

Title of project	Death in Service Guidelines
Date of assessment	11/12/17
Completing officer	Zoë Grainger, People Business Partner
Whose needs will the project address? (e.g. whole administrative area, specified population group)	All staff groups across Public Health Wales
What is the project designed to achieve?	The death of an employee can be a traumatic experience for those who are left to deal with the loss of a colleague. The guidelines are intended as guidance to ensure that processes are put in place as effectively and sensitively as possible for both colleagues and the next of kin, during this difficult and emotional time.
Will people whom the project could potentially benefit be subject to access problems? Please consider matters such as location, gender of practitioner, medium and language.	<p>No access problems should be in place. The guidelines are applicable to all staff. Following guidance from our Welsh Language Officer these guidelines must be available to staff in Welsh. We also need to consider:</p> <ul style="list-style-type: none"> • how we will identify, record the language preference of the recipient of the letter of condolence, which should be sent in the preferred language • how we will identify and provide support, including occupational health support, in Welsh, if needed, to staff and others • how we will deal with next of kin in Welsh if that is the preferred language, and is appropriate.

Please consider the following population groups and describe the project's potential impacts.

Protected Characteristic	Potential impact on Equality /Health Inequalities/Health Inequity		
	Positive	Negative	No change
Race (consider ethnic group, language difficulties, health beliefs, etc.)		Ease of contacting next of kin/emergency contacts abroad Access to provision in language of choice for next of kin or those representing the family Mitigation: It may be necessary for a line manager/pensions etc to adapt the procedure if the next of kin/emergency contact is overseas. In respect of language challenges Welsh speakers can request communication is in Welsh and this can be provided from within the organisation	Opportunities:
Factors emerging from consulting this group:*			

Gender	Not applicable	Mitigation:	Opportunities:
Factors emerging from consulting this group:*			

Protected Characteristic	Potential impact on Equality /Health Inequalities/Health Inequity		
	Positive	Negative	No change
Disability: physical, mental and sensory (consider access, communication, etc.)		It is noted that disability e.g. hearing, may be a barrier to communicating with the organisation or vice versa Mitigation: Hearing loops available throughout the building? POD support Employee assistance helpline	Opportunities:
Factors emerging from involving this group:*			

Gender reassignment	Not applicable	Mitigation:	Opportunities:
Factors emerging from involving this group:*			

Protected Characteristic	Potential impact on Equality /Health Inequalities/Health Inequity		
	Positive	Negative	No change
Sexual orientation (consider access to services, issues of prejudice, etc.)	Not applicable	Mitigation:	Opportunities:
Factors emerging from consulting or involving this group:			

Age e.g. children and young people, older people, physical and/or mental frailty.	Not applicable	Mitigation:	Opportunities:
Factors emerging from consulting or involving this group:			

Protected Characteristic	Potential impact on Equality /Health Inequalities/Health Inequity		
	Positive	Negative	No change
Religion or Belief (consider belief or non-belief, culture traditional way of life, etc.)		<p>There is a risk of direct / indirect discrimination and unconscious bias.</p> <p>Staff may be affected depending on their religion and belief. Certain cultural groups have their own particular views and beliefs on death which manager's need to be aware of.</p> <p>Mitigation: Training/awareness raising of staff and managers on religion, culture, belief and non-belief</p> <p>Support is available from the POD department as well as the Diversity & Inclusion Manager</p>	<p>Opportunities: Introduce specific training on for staff and managers on religion, culture, belief and non-belief</p>
Factors emerging from consulting or involving this group:			

Marriage and civil partnership	Not applicable	Mitigation:	Opportunities:
Factors emerging from consulting or involving this group:			

Protected Characteristic	Potential impact on Equality /Health Inequalities/Health Inequity		
	Positive	Negative	No change
Pregnancy and maternity	Not applicable	Mitigation:	Opportunities:
Factors emerging from consulting or involving this group:			

Socioeconomic disadvantage (consider low income, no car, poor housing, unemployment, homelessness, etc.)	Not applicable	Mitigation:	Opportunities:
Factors emerging from consulting or involving this group:			

Protected Characteristic	Potential impact on Equality /Health Inequalities/Health Inequity		
	Positive	Negative	No change
Human Rights (consider rights to dignity, family life, etc.)	Not applicable	Mitigation:	Opportunities:
Welsh language (ease of communication, preference for first language, etc.)		<p>Access to provision in language of choice for next of kin or those representing the family</p> <p>Mitigation: In respect of language challenges Welsh speakers can request communication is in Welsh and this can be provided from within the organisation</p>	Opportunities:

How will the impact of the project on groups covered by this Equality Impact Assessment be monitored?	The use of these guidelines to date had been infrequent. Lessons learned session should be held following a requirement to use these guidelines at which point the EQIA will be reviewed
After what period will results be reported?	As above
Who will be responsible for monitoring and reporting?	People and Organisational Development

* Legal requirement to consult race and gender groups and to involve disability groups.

A copy of this form should be sent to your Executive Lead for scrutiny in collaboration with the Lead for Health Inequality.