

## Equality & Health Impact Assessment for Protocol for Managing Personal Relationships at Work

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	N/A
2.	Name of Corporate Directorate and title of lead member of staff, including contact details	People & Organisational Development Author/Lead Jenny Ansell, Senior HR Advisor
3.	Objectives of strategy/ policy/ plan/ procedure/ service	This protocol sets out the arrangements that PHW has in place to assist managers to manage personal relationships in the workplace. It also provides guidance to employees about their responsibility with regards to declaring personal relationships.
4.	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> <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>	N/A

	Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.	
<b>5.</b>	Who will be affected by the strategy/ policy/ plan/ procedure/ service	All employees of Public Health Wales (PHW), including those within hosted bodies, those with honorary contracts, agency staff, temporary and fixed term staff, secondees and students.

## 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.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/mitigation</b>	<b>Action taken by Directorate / Division.</b> Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.1 Age</b> For most purposes, the main categories are:</p> <ul style="list-style-type: none"> <li>• under 18;</li> <li>• between 18 and 65; and</li> <li>• over 65</li> </ul>	No positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	
<p><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</p>	No positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Directorate / Division.</b> Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.3 People of different genders:</b>            Consider men, women, people undergoing gender reassignment</p> <p><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 procedures. Sometimes referred to as Trans or Transgender</p>	No positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	
<p><b>6.4 People who are married or who have a civil partner.</b></p>	No positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	
<p><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></p>	No positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Directorate / Division.</b> Make reference to where the mitigation is included in the document, as appropriate
They are protected for 26 weeks after having a baby whether or not they are on maternity leave.			
<b>6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers</b>	No positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	
<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 positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	
<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> </ul>	No positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	

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<ul style="list-style-type: none"> <li>both sexes (bisexual)</li> </ul>			
<p><b>6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design</b></p> <p>Well-being Goal – A Wales of vibrant culture and thriving Welsh language</p>	No positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	
<p><b>6.10 People according to their income related group:</b> Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health</p>	No positive or negative impact	All staff are treated fairly and consistently in the application of this protocol	
<p><b>6.11 People according to where they live:</b> Consider people living in areas known</p>	No positive or negative impact	All staff are treated fairly and consistently in the application of this	

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to exhibit poor economic and/or health indicators, people unable to access services and facilities		protocol	
<b>6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</b>	None identified		

**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.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/mitigation</b>	<b>Action taken by Directorate / Division</b> Make reference to where the mitigation is included in the document, as appropriate
<p><b>7.1 People being able to access the service offered:</b> 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>No positive or negative impact</p>		
<p><b>7.2 People being able to improve /maintain healthy lifestyles:</b> Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the</p>	<p>No positive or negative impact</p>		



<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/mitigation</b>	<b>Action taken by Directorate / Division</b> 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><b>7.3 People in terms of their income and employment status:</b>            Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions</p>	<p>No positive or negative impact</p>		

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/mitigation</b>	<b>Action taken by Directorate / Division</b> Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A prosperous Wales			
<p><b>7.4 People in terms of their use of the physical environment:</b>            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 open spaces</p> <p>Well-being Goal – A resilient Wales</p>	No positive or negative impact		

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/mitigation</b>	<b>Action taken by Directorate / Division</b> Make reference to where the mitigation is included in the document, as appropriate
<p><b>7.5 People in terms of social and community influences on their health:</b>            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</p> <p>Well-being Goal – A Wales of cohesive communities</p>	No positive or negative impact		
<p><b>7.6 People in terms of macro-economic, environmental and sustainability factors:</b>            Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate</p>	No positive or negative impact		

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/mitigation</b>	<b>Action taken by Directorate / Division</b> Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A globally responsible Wales			

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

<b>8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service</b>	No positive or negative impacts identified
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**Action Plan for Mitigation / Improvement and Implementation**

	Action	Lead	Timescale	Action taken by Directorate / Division
<b>8.2 What are the key actions identified as a result of completing the EHIA?</b>				

	Action	Lead	Timescale	Action taken by Directorate / Division
<p><b>8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</b></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			

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

