

Equality & Health Impact Assessment for

My Contribution Policy (v2.3)

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	
2.	Name of Corporate Directorate and title of lead member of staff, including contact details	People and Organisational Development Lisa Whiteman – Organisational Development Manager 02920 104255
3.	Objectives of strategy/ policy/ plan/ procedure/ service	All non-medical and non-dental staff working in Public Health Wales have a consistent and structured approach to performance management and appraisals, linking their role directly to team, business and organisational plans and strategy.
4.	Evidence and background information considered. For example <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 	Staff groups – ESR UK Core Skills Training Framework

	Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.	
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	All non-medical/dental staff other than those who manage non-medical/dental staff.

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
<p>6.1 Age For most purposes, the main categories are:</p> <ul style="list-style-type: none"> • under 18; • between 18 and 65; and • over 65 	<p>There should be no positive or negative impact on any specific age groups</p>		
<p>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</p>	<p>There should be no positive or negative impact on any colleague with a disability – adjustments should and would be made as recommended within any assessment.</p>		
<p>6.3 People of different genders: Consider men, women, people undergoing gender reassignment</p>	<p>There should be no positive or negative impact on any gender or</p>		

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<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>person undergoing gender reassignment</p>		
<p>6.4 People who are married or who have a civil partner.</p>	<p>There should be no positive or negative impact on anyone who is married or has a civil partner</p>		
<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 should be no positive or negative impact on any woman who is expecting a baby/on maternity leave after having a baby or breastfeeding.</p>		
<p>6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers,</p>	<p>There should be no positive or negative impact on anyone on the basis of nationality, race, colour, culture or ethnic origin.</p>		

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gypsies/travellers, migrant workers			
6.7 People with a religion or belief or with no religion or belief. The term ‘religion’ includes a religious or philosophical belief	There should be no positive or negative impact on anyone on the basis of religious belief/no religious 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 should be no positive or negative impact on anyone on the basis of sexual attraction.		
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 thriving Welsh language	The policy, guidance and toolkits are available in English only. Colleagues who wish to conduct their appraisal in Welsh may do so if their manager is also a Welsh speaker.	Update the policy with any further guidance/direction as set out by the Welsh Language Commissioner. Produce policy and associated documents into Welsh in line with organisational plans.	

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<p>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</p>	<p>There should be no positive or negative impact on anyone in any income related group</p>		
<p>6.11 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities</p>	<p>There should be no positive or negative impact on anyone according to where they live</p>		
<p>6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</p>	<p>None</p>		

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>There should be no positive or negative impact on anyone experiencing health inequalities</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 harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease</p>	<p>A space has been created on the My Contribution form to capture any discussion and actions around an individual’s wellbeing or health.</p>		

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<p>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 conditions</p> <p>Well-being Goal – A prosperous Wales</p>	<p>There should be no positive or negative impact on anyone in terms of their employment status</p>		
<p>7.4 People in terms of their use of the physical environment:</p>	<p>There should be no positive or negative impact on anyone in</p>		

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<p>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>	<p>terms of their physical environment</p>		
<p>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</p>	<p>There should be no positive or negative impact on anyone in terms of social and community influences</p>		

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<p>pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>			
<p>7.6 People in terms of macro-economic, environmental and sustainability factors: Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate</p> <p>Well-being Goal – A globally responsible Wales</p>	<p>There should be no positive or negative impact on anyone in terms of any macro economic, environmental and sustainability factors</p>		

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>None</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>None</p>			
<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>	<p>No</p>			

	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 				