

Equality & Health Impact Assessment for Redundancy 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 – Alison Barrell-West, HR Manager
3.	Objectives of strategy/ policy/ plan/ procedure/ service	The Redundancy Policy outlines Public Health Wales’ approach to dealing with redundancy situations, including the process for

		<p>consultation, selection criteria and redeployment.</p> <p>This policy aims to draw together different types of redundancy situations including but not limited to organisational change, conclusion of funding and ending of fixed term contracts.</p> <p>The main aims and objectives are detailed below:</p> <p>Public Health Wales aims to ensure that services are supported and developed for the future, providing a stable working environment and maintain employment opportunities.</p> <p>Public Health Wales will minimise or avoid redundancies as far as possible, by various means.</p> <p>Where redundancy is unavoidable, Public Health Wales will ensure that selection for redundancy is undertaken in a way that does not discriminate.</p> <p>Public Health Wales will comply with any legislative requirements relating to consultation or collective redundancies.</p> <p>Employees will be informed and given access to all support mechanisms, including occupational health and counselling.</p>
<p>4.</p>	<p>Evidence and background information considered. For example</p> <ul style="list-style-type: none"> • population data 	<p>Organisational Profile</p> <p>Age Profile</p>

- 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

Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.

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%

In looking at the redundancy data for the organisation (including end of fixed term contracts), over the last year the majority of individuals affected by the redundancy process were between 56 – 60 years old (31%) followed by those aged 31-35 years old (14%).

Disability

2% of our staff have indicated that they have a disability, but this information is not known for 51% of staff.

In looking at the correlation of the redundancy data for the organisation and those who declare a disability 43% did not have a disability, 3% did declare themselves to have a disability and 54% chose not to declare.

Gender

The gender breakdown of the organisation is approximately 80% female and 20% male.

The gender breakdown of part time workers is approximately 90% female and 10% male.

Of those individuals involved in the redundancy process over the last year 66% were female and 34% were male.

Marital Status

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%

Over the last 12 months of those employees involved in redundancy situations 63% were married, 31% were single and 6% did not wish to disclose.

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.

Of those involved in redundancy situations in the last year 54% were white, 6% were Asian and 40% did not specify their ethnicity.

Religious Belief

Belief	%
Atheism	11.70%
Buddhism	0.11%
Christianity	36.93%
Hinduism	0.34%
Islam	0.45%
Not Disclosed	20.82%
Other	6.49%
Sikhism	0.22%
Unspecified	22.94%

In the organisation over the last 12 months, of those involved in

redundancy situations 57% did not wish to disclose, 31% were Christians, 3% were atheists, 3% were Muslims and 6% classified themselves as other.

Sexuality

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.

The data held by the organisation regarding those involved in redundancy situations over the last year 51% were heterosexual and 49% did not wish to disclose.

We currently do not collect information regarding the following:
Gender re-assignment
Socio-economic status

Engagement

In preparing this policy consultation has taken place through the Policy Development Group and the Joint Negotiating Committee.

Research and Good Practice

A range of other organisational policies and EQIAs as well as relevant case law has been reviewed to look at good practice and to review different impacts Redundancy processes have on diverse

		groups.
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	This policy applies to all employees of Public Health Wales who are involved in redundancy situations.

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 	Older employees may be more likely to apply for VERs and voluntary redundancy. Older employees may find it more difficult to get a new job or access training.	Considerable scrutiny of all requests to approve VERs and voluntary redundancy. Support provided by OD with regards to training.	
6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning	Employees with a disability may score lower on selection criteria, for example their disability means they are less able to be flexible.	Reasonable adjustments should be considered and disability related absences are excluded from consideration.	

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
disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	Employees with a disability may find it more difficult to get a new job.	Support provided by the OD department in accessing training.	
6.3 People of different genders: Consider men, women, people undergoing gender reassignment 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	Females have been found to have higher absence levels and therefore may be considered for redundancy.	The selection criteria should use relevant weighted criteria which takes into account different types of assessment.	

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referred to as Trans or Transgender			
6.4 People who are married or who have a civil partner.	<p>There is no specific evidence to suggest the policy impacts on people due to their marital status.</p> <p>The policy prevents discrimination by setting out the processes that should be followed in redundancy situations.</p>		
6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are	<p>Managers may not use the selection criteria appropriately when an individual is pregnant or on maternity leave with regards</p>	<p>The people department are able to support managers in how to apply the selection criteria correctly.</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
breastfeeding. They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	to assessing their work.	The law provides additional protections for these employees. Pregnancy related sickness absence is excluded from consideration.	
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, etc. The policy prevents discrimination by setting out the processes that should be		

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	followed in redundancy situations.		
6.7 People with a religion or belief or with no religion or belief. The term `religion` includes a religious or philosophical belief	There is no specific evidence to suggest the policy impacts on people due to their belief. The policy prevents discrimination by setting out the processes that should be followed in redundancy situations.		
6.8 People who are attracted to other people of: <ul style="list-style-type: none"> • the opposite sex (heterosexual); • the same sex (lesbian 	There is no specific evidence to suggest the policy impacts on people due to who they are attracted to.		

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
or gay); <ul style="list-style-type: none"> • both sexes (bisexual) 	The policy prevents discrimination by setting out the processes that should be followed in redundancy situations.		
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	<p>There is no specific evidence to suggest the policy impacts on people due to communicating using the Welsh Language.</p> <p>The policy prevents discrimination by setting out the processes that should be followed in redundancy situations.</p>	<p>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.</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
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>There is no specific evidence to suggest the policy impacts on people due to their income.</p> <p>The policy prevents discrimination by setting out the processes that should be followed in redundancy situations.</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>There is no specific evidence to suggest the policy impacts on people due to where they live.</p> <p>The policy prevents</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
	discrimination by setting out the processes that should be followed in redundancy situations.		
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
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 Well-being Goal - A more equal Wales	There is no specific evidence to suggest the policy impacts on people being able to access the service.		
7.2 People being able to improve /maintain healthy lifestyles:	There is no specific evidence to suggest the policy impacts on people		

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>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 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>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>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>The redundancy policy impacts specifically on people in terms of their income and employment status.</p>	<p>The policy sets out the process to follow to ensure the policy is applied correctly and fairly.</p> <p>The policy details the legal provisions for redundancy pay in different situations.</p> <p>The organisation aims to avoid redundancy situations at all costs, and looks at different measures in order to do this, for example redeployment.</p> <p>Where redundancy is</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
		unavoidable, the organisation supports those individuals in obtaining a new job and accessing training.	
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	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
injuries/accidents; quality and safety of play areas and 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	There is no specific evidence to suggest the policy impacts on people in terms of social and community influences.		

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
of cohesive communities			
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 Well-being Goal – A globally responsible Wales	There is no specific evidence to suggest the policy impacts on people in terms of macro-economic, environmental and 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 may have impacts with regards to age, disability, gender and pregnancy. However the policy aims to address this through fair selection criteria, making reasonable adjustments and following legal requirements.</p> <p>In making individuals redundant it may impact on people in terms of their income and employment status. In order to address this, the organisation will support individuals to find a new job and in training/re-trainig.</p>
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Action Plan for Mitigation / Improvement and Implementation

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

	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			
<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: 	Policy to continue for approval			

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<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 				

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
assessment • Monitor and review				