

Equality & Health Impact Assessment for Reporting Damage or Loss to Personal Property Policy and Procedure

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 required¹
- 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	Reporting Damage or Loss to Personal Property Policy
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Quality, Nursing and Allied Health Professionals Directorate Rhiannon Beaumont-Wood, Executive Director of Quality, Nursing and Allied Health Professionals Rhiannon.Beaumont-Wood@wales.nhs.uk>

<p>3. Objectives of strategy/ policy/ plan/ procedure/ service</p>	<ul style="list-style-type: none"> • To ensure that claims for damage or loss to personal property are dealt with in a proactive and timely manner; • To ensure that there are appropriate structures in place to facilitate the process for making a claim for damage or loss to personal property;
<p>4. Evidence and background information considered. For example</p> <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 <p>Population pyramids are available from Public Health Wales Observatory² and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need³.</p>	<p>There are no specific equalities data available in relation to staff and service users.</p> <p>The policy defines the internal processes in place to ensure that claims are dealt with in an equitable and timely manner.</p>

² <http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf>

³ <http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face>

5. Who will be affected by the strategy/ policy/ plan/ procedure/ service	This policy is intended to be an internal facing policy which sets out the roles and responsibilities of individual members of staff and the reporting structures in place to facilitate the process for claims for damage or loss to personal property. It has the potential to impact on all staff should they need to follow this claim process, but may also impact on visitors who may need to pursue a concern with Public Health Wales.
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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 	This policy does not have an impact on people because of their age. Each claim is assessed on its own merits in accordance with the policy regardless of gender.	None required.	

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
6.2 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>This policy is predominantly intended to be an internal facing document. There is potential however for service users to request copies.</p> <p>The policy is not routinely produced in alternative formats such as Braille.</p> <p>The policy may not be understood by those who have difficulty deciphering or reading the written word, for example, dyslexia.</p>	<p>Large print, Braille or audio versions could be provided on request.</p> <p>Further explanations and support to understand the policy will be provided as required.</p>	
6.3 People of different genders: Consider men, women, people undergoing gender reassignment	<p>This policy does not have any negative or positive effects on people of different genders.</p>	<p>None required.</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
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	Each claim is assessed on the basis of facts and in accordance with the policy.		
6.4 People who are married or who have a civil partner.	See 6.3 above	None required.	
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	See 6.3 above.	None required.	

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
whether or not they are on maternity leave.			
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	<p>Each claim is assessed on the basis of facts and in accordance with the Policy. Discrimination to people of a different race, nationality, colour, culture or ethnic origin is unlikely to occur.</p> <p>There may however be a negative impact for individuals who do not understand written English or for whom English is not their first language.</p>	<p>Public Health Wales can explore the option of using an interpretation service.</p> <p>The negative impact could be mitigated via the use of plain English. The policy can be explained to individuals who are able to understand English.</p>	
6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief	See 6.3 above.	None required.	

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
6.8 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) 	See 6.3 above.	None required.	
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	Negative – existing policies are not routinely translated into Welsh. Welsh speakers who wish to pursue a claim through the medium of Welsh will be supported in doing so.	Consideration should be given to publishing this policy in Welsh.	
6.10 People according to their income related group:	See 6.3 above.	None required.	

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
Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health			
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	See 6.3 above.	None required.	
6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service	None identified.	None required.	

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	This policy is an administrative document which has no direct impact on the health of the population, the addressing of inequalities in health or the delivery of services. Please refer to section 6.3 above.		
7.2 People being able to improve /maintain healthy lifestyles:	This policy does not have an impact in this area.	None	

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>			

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
7.3 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 Well-being Goal – A prosperous Wales	This policy does not have an impact in the area.	None	
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	This policy does not have an impact in this area.	None	

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>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>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</p>	<p>This policy does not have an impact in this area.</p>	<p>None</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
Well-being Goal – A Wales 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	This policy does not have an impact in this area.	None	

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>This policy is predominantly intended as an internal facing policy which describes the staff responsibilities and the organisational structures needed to support claims for damage or loss to personal property.</p> <p>The policy is intended to make the claims process as quick and as fair as possible, with claims being assessed on the basis of facts and in accordance with the Policy. It is therefore felt that the impact is largely positive.</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>Consider the implications of the Welsh Language Standards on this policy</p>	<p>Claims Manager</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 – the impact of the policy is positive.</p>	<p>--</p>	<p>--</p>	

<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. 	<p>Following consultation, present the policy to Senior Leadership Team for approval</p> <p>Present to Business Executive Team for approval</p> <p>Present to Audit and Corporate Governance Committee for approval.</p> <p>Publish updated version of the policy on the website.</p>	<p>Executive Director of Quality, Nursing & Allied Health Professionals</p> <p>Executive Director of Quality, Nursing & Allied Health Professionals</p> <p>Executive Director of Quality, Nursing & Allied Health Professionals</p> <p>Claims Manager</p>	<p>August 2019</p> <p>August 2019</p> <p>September 2019</p> <p>September 2019</p>	
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	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<ul style="list-style-type: none"> • Have your strategy, policy, plan, procedure and/or service proposal approved. • Publish your report of this impact assessment <p>Monitor and review</p>	<p>Monitor and review compliance with policy against the process set out within the document.</p>	<p>Claims Manager</p>	<p>Quarterly</p>	