

Low Voltage Systems Management & Operational Policy - Equality Impact Assessment August 2019

Approved - as part of the policy for the production, consultation, approval, publication and dissemination of strategies, policies, procedures and guidelines 20 April 2011

All Public Sector bodies have a legal duty to undertake an equality impact assessment (EqIA) as a requirement of the equality legislation.

EqIA's provide a systematic way of ensuring that legal obligations are met and are a practical means of examining new and existing policies and practices to determine what impact they may have on equality for those affected by the outcomes.

The process itself ensures that individual staff, managers and teams think carefully about, and record, the likely impact of their work on staff, patients and other members of the community.

The need for collection of evidence to support decisions and for consultation mean the most effective and efficient EqIA is conducted as an integral part of policy development, with the EqIA commenced at the outset.

The documentation consider the effects that decisions, policies or services have on people on the basis of their gender, race, disability, sexual orientation, religion or belief, age, Welsh Language and human rights. Assessing impact across a broad range of equality dimensions (not just those required by law), helps organisations to embed equality and human rights and assist them in the delivery of their services.

Policies will not be approved by the Board/Sub Committee of the Board without a completed EqIA Report.

For further information or advice, contact the Diversity, Equality & Standards Manager.

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 – Preparation		
1.	Title of Policy - what are you equality impact assessing?	Low Voltage System Management Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	Safe management of Low Voltage Systems is one of the.
3.	Who Owns/Defines the Policy? - Who is responsible for the Policy/work?	LV Compliance Group
4.	Who is Involved in undertaking this EqIA? - Who are the key contributors and what are their roles in the process?	LV Compliance Group, which includes Operational Managers, Authorised Persons and Authorising Engineer.
5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	Stand alone to cover all aspects of low voltage systems in Health premises.
6.	Stakeholders - Who is involved with or affected by, this Policy?	All Estates staff or managers who have to work with LV.
7.	What might help/hinder the success of the policy? These could be internal or external factors.	The Policy will be successful providing all staff adheres to it.

Form Two – Information Gathering

Is the policy relevant to the public duties relating to each equality strand. Tick as appropriate.							
	Race	Disability	Gender	Sexual Orientati	Age	Religion Belief	Welsh Language
Is the policy relevant to “eliminating discrimination and eliminating harassment?”	NO	NO	NO	NO	NO	NO	NO
Is the policy relevant to “promoting equality of opportunity?”	NO	NO	NO	NO	NO	NO	NO
Is the policy relevant to “promoting good relationships and positive attitudes?”	NO	NO	NO	NO	NO	NO	NO
Is the policy relevant to “encouragement of participation in public life?”	NO	NO	NO	NO	NO	NO	NO
In relation to disability, is the policy relevant to “take account of difference, even if it involves treating some individuals more favourably?”	NO	NO	NO	NO	NO	NO	NO

The Human Rights Act contains 15 rights, all of which NHS organisation have a duty to act compatibly with and to respect, protect and fulfil. The 7 rights that are particularly relevant to healthcare are listed below. For a fuller explanation of these rights and other rights in the Human Rights Act please refer to **Appendix A: The Legislative Framework.**

Consider the relevance of your Policy to these Human Rights and list any available information to suggest the Policy may interfere with, or restrict the enjoyment of these rights.

The right to life

N/A

The right not be tortured or treated in an inhuman or degrading way

N/A

The right to liberty

N/A

The right to a fair trial

N/A

The right to respect for private and family life, home and correspondence

N/A

The right to freedom of thought, conscience and religion

N/A

The right not be discriminated against in relation to any of the rights contained in the Human Rights Act

N/A

Equality Strand	Evidence Gathered
Race	N/A
Disability	N/A
Gender	N/A
Sexual Orientation	N/A
Age	N/A
Religion or Belief	N/A
Welsh Language	N/A

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	1	0	0
Disability	1	0	0
Gender	1	0	0
Sexual Orientation	1	0	0
Age	1	0	0
Religion or Belief	1	0	0
Welsh Language	1	0	0
Human Rights	1	0	0

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

Scoring Chart C: Impact Decision

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

FORM 4: (Part A) Outcome Report

Policy Title:	Low Voltage System Management Policy
Organisation:	Swansea Bay University Health Board
Name: Title: Department:	Des Keighan Assistant Director of Operations (Estates) Estates
Summary of Assessment:	This Policy has been subject to a full equality assessment and no impact has been identified.
Decision to Proceed to Part B Equality Impact Assessment:	No No impact identified in part A

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
What changes have been made as a result of the EqIA?					
Where a Policy may have a differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?					

<p>Justification: For when a policy may have an adverse impact on certain groups, but there is good reason not to mitigate.</p>					
<p>Describe any mitigating actions taken?</p>					
<p>Provide details of any actions planned or taken to promote equality.</p>					

Date:	24.05.19
Monitoring Arrangements:	None
Review Date:	May 2022
Signature of all Parties:	Des Keighan

Training Impact Assessment

If training requirements are identified a policy training impact assessment is to be completed and forwarded to the Workforce and Organisational Development Directorate

1. Will training be required as a result of the policy?

Yes	Proceed to question 2
No	If no, please state how this policy will be communicated within the UHB

2. Please complete the following information relating to training

Course/ policy title	
Course type	
Reference to KSF/NMC Dimensions	
Target Audience (refers to scope of policy)	
Course / policy training objectives	
Course / policy training content	
Duration of course / programme	
Name of trainer (or policy lead)	
Approximate cost of providing training	
Please embed lesson plan, link to e-learning, presentation or other relevant learning material	