

Equality Impact Assessments (EqIA) Screening Tool to decide if an EqIA is needed

1. What is your Service Area and Directorate?

Service area: Health and Safety

Directorate: Nursing Directorate

Name of Initiative: Managing Contractors Policy & Procedure

2. What initiative are you screening for relevance to equality?

New Service

Service Review

Service change

Strategy

Policy

Other

Project

Care pathway

Financial decision/

Efficiency saving

Please write in:

3. Please give a brief description of the initiative including the aims, objectives, who will be affected and what you are trying to achieve

Please write in

The aim of the Policy is to provide clear guidance to all the Health Board staff who are directly involved in the appointment and use of contractors.

Whilst most appointments will be undertaken by one of the Estates Departments individual Services Units and Directorates will also employ contractors and will, therefore, be required to follow this policy.

Staff should be familiar with their obligations and levels of authority within standing orders, standing financial instructions before preparing to appoint contractors to do any form of work.

The policy also indicates the responsibility of individuals/departments/managers when contractors are appointed.

4. What does the initiative mainly relate to?

Direct frontline service delivery e.g. face to face contact with service users

Please explain why

Indirect front line service delivery e.g. support service provided at a distance

Please explain why The Health Board often uses contractors to carry out various types of work; this can range from simple work such as window cleaning, to repairing office machinery and also to major construction projects including extensions and refurbishments, as well as the maintenance of existing services.

Any work undertaken using contractors by the Health Board carries with it a number of statutory duties for health and safety management which applies to the individuals arranging the contract as well as to others. All work associated with the building fabric or engineering services should be referred to the appropriate Estates manager.

The Construction Design and Management Regulations 1994 (CDM regulations) impose more detailed requirements on those involved in any construction work as a client, designer or contractor which must be managed by professional estates staff who will be require each contractor to demonstrate compliance with these regulations.

It is essential that all parties fulfill their legal responsibilities as well as those which will be imposed by any contractual arrangement, as well as the existing Health Board policies

Indirect back room service delivery e.g. support service with no patient contact

Please explain why

5. Would this initiative be delivered in partnership with other public sector partner organisations or contractors?

Yes No

6. What is the potential impact on the following groups of people including patients or the wider community?

Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
Different racial groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.</p>						

Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
Different age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Men, women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
People with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Different religions or beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Different sexual orientations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Welsh language speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Pregnant women/women who have recently given birth to children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					

Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
Marital or civil partnership status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.						
Carers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.						
Different socio-economic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please describe what existing evidence you have for your assessment</i> No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.						

7. What is the potential impact on staff?

Staff Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please describe what existing evidence you have for your assessment</i> This procedure applies to all Swansea Bay University Health Board employees and ‘others’ working within Swansea Bay University Health Board premises including temporary and agency staff, contractors, volunteers, students and those on work experience.						
Service Directors/Clinical Directors. Have formal delegated responsibility for the management and control of contractors within their areas of responsibility. Elements of this responsibility and specific tasks may be delegated, however, when delegating this responsibility, the Director concerned has to formally record this, ensuring that the responsibilities are accepted and understood by the individual concerned and that adequate training and other resources are provided, whilst recognising that the overall responsibility cannot be delegated.						
Operational Service Manager.						

Staff Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
	<p>Have delegated site-specific responsibility for the management and control of contractors within their areas of responsibility.</p> <p>Estates Managers</p> <p>Have delegated site-specific responsibility for the management of the building fabric and engineering services within the sites under their control.</p> <p>Directorate Managers, Departmental Heads, Senior Nurse Managers and other Managers.</p> <p>Will have delegated responsibilities and duties within the Health Board, Directorate and/or Department undertaking the role of the “Responsible Manager”.</p> <p>Responsible Manager</p> <p>Is any individual, within the Health Board or acting on its behalf employing a contractor to work within its premises. This is not the person placing the order but the individual who has commissioned the work</p>					

8. What is the potential impact on the Human Rights of individuals and in particular to the principles of:

Principle	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
Dignity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please describe what existing evidence you have for your assessment</i>						
Respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please describe what existing evidence you have for your assessment</i>						
Fairness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please describe what existing evidence you have for your assessment</i>						
Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe what existing evidence you have for your assessment

9. How visible is this initiative to the general public?

- High visibility to general public
Medium visibility to general public
Low visibility to general public

10. Does this proposal identify potential negative impacts?

- Yes No Unable to decide

If yes

Please explain why. Have you fully mitigated these in your plans? If there are residual issues, you will need to proceed to a full EqIA

If no

Please explain why and attach an action plan, **if necessary**, indicating how you will ensure that you will have enough information to review this decision in the future.

Where the work is to be carried out on the premises, then the Health Board has a duty to ensure that effective arrangements are in place to ensure the safety of all persons who may be affected by the work. Additional arrangements may be required where there are patient safety considerations such as vulnerable patients, high risk areas, patient confidentiality issues etc. Arrangements should also manage any risks to Health Board premises (e.g. increased risk of fire), equipment, services (e.g. medical gases) that may be affected by the work.

Contractors may work on Health Board premises or provide services remotely (e.g. equipment sent for repair, waste disposal services etc). In order to fulfill this requirement the Responsible Manager has a number of steps to adhere to which are outline din the policy.

If unable to decide

Please explain why and indicate what steps you are going to take to be able to reach a conclusion either way.

11. Decision

- Full EqIA required Full EqIA not required

12. Sign off

Assessment team

- a. Laurie Higgs
- b.

Lead for the initiative: Mark Parsons

Signature:

Date: July 2019