

## Equality Impact Assessment (EqIA) Screening Template

### When to complete an EqIA Screening

An EqIA Screening Template must be completed when reviewing, changing and developing procedures/ proposals/ projects/ policies. This is a first step and is used to consider whether there are any negative impacts that may arise.

### Purpose of an EqIA Screening Template

The purpose of this short exercise is to ensure that you have shown appropriate due regard when considering the impact for people with protected characteristics in your decision making. The screening process is designed to help you consider the circumstances and to inform evidence-based decisions.

If the proposal is of a significant nature and it is apparent from the outset that a full EqIA will be required, then it is not necessary to complete this Screening Template, you can proceed to complete the full [EqIA](#).

If no negative impacts are identified following completion of the EqIA screening then it is not necessary to undertake a full EqIA however, the decision and justification must be clearly recorded in this document.

### On completion of the Screening Template:

- Ensure that all the white boxes within the screening are completed.
- Ensure that the Procedure/ Project/ Proposal/ Policy owner has signed and dated the Screening Template.
- Send a copy of the completed template along with the related policy or project proposal to [Inclusion.hdd@wales.nhs.uk](mailto:Inclusion.hdd@wales.nhs.uk) for the Diversity & Inclusion Team to review.
- Each Screening Template will be reviewed by the Diversity & Inclusion Team and feedback will be provided to the Procedure/ Project/ Proposal/ Policy owner. This may include recommendations for further action to inform robust decision-making.

### Support

For further support please visit the [EqIA Sharepoint](#) or contact:

Email: [Inclusion.hdd@wales.nhs.uk](mailto:Inclusion.hdd@wales.nhs.uk)

Tel: 01554 899055

<b>Director and Directorate</b>	Lisa Gostling, Workforce & OD
<b>Service Area</b>	Rostering

<b>Title of Procedure, Project, Proposal, Policy being screened:</b>	Rostering Policy
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**Description of the Procedure/ Project/ Proposal/ Policy being screened (including key aims and objectives)**

This policy sets out how Hywel Dda University Health Board will manage staff rostering to ensure services have safe staffing levels and appropriate skill mix of staff as required to maximise the quality of patient care and reduce clinical and non-clinical risk. The Health Board by appropriate rostering, must support staff to comply with European Working Time Directive. While achieving all this, the Health Board will reasonably consider requests to promote work life balance for staff in line with policy.

**Evidence considered (including staff and population data, relevant research, expert and community knowledge etc.)**

A Policy group has been set up to review the current policy and to agree any required changes and updates, the group has comprised of Senior nurse from the corporate nursing team, Registered Nurse, Trade union representative, HR manager, e-Rostering workforce manager and workforce systems manager. There have been no complaints regarding the policy since the last update, and no other negatives have arisen since the original EqIA was completed.

**Assess which protected characteristics will potentially be affected by the proposal in the table below** (please ✓ the relevant box to confirm positive, negative or no impact).

**If at any point a negative impact has been identified (actual or potential), you do not need to proceed with the completion of this form, as a full EqIA must be undertaken:** [Equality Impact Assessments \(EqIAs\) \(sharepoint.com\)](https://sharepoint.com)

<b>Age</b>					
Is it likely to affect older and younger people in different ways or affect one age group and not another?					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.					
<b>Disability</b>					
Is it likely to affect those with a physical disability, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes?					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.					
<b>Gender Reassignment</b>					
Is it likely to affect those who either:					
<ul style="list-style-type: none"> <li>• Have undergone, intend to undergo or are currently undergoing gender reassignment.</li> <li>• Do not intend to undergo medical treatment but wish to live in a different gender from their gender at birth</li> </ul>					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.					
<b>Marriage / Civil Partnership</b>					
Under the Equality Act, the characteristic of Marriage and Civil Partnerships is only protected in the workplace/ employment. Is it likely to affect those who are married or in a Civil Partnership? This means someone who is legally married or in a civil partnership.					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.					
<b>Pregnancy and Maternity</b>					
Is it likely to affect those who are pregnant or have recently had a baby? Maternity covers the period of 26 weeks after having a baby, whether or not they are on Maternity Leave.					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.					
<b>Race / Ethnicity</b>					
Is it likely to affect people of a different race, nationality, colour, culture or ethnic origin including non-English / Welsh speakers, Gypsies/Travellers, asylum seekers and migrant workers?					

Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.					
<b>Religion or Belief</b> Is it likely to affect people who have a religion or belief? The term 'religion' includes a religious or philosophical belief.					
Positive Impact	<input checked="" type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input type="checkbox"/>
Justification of impact identified: The policy includes advice and support for staff who have spiritual and holistic needs which need to be considered in the rostering of shifts.					
<b>Sex</b> Is it likely to affect people who are mostly male or female. Where it applies to both equally does it affect one differently to the other?					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.					
<b>Sexual Orientation</b> Whether a person's sexual attraction is towards their own sex, the opposite sex or either.					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.					
<b>Armed Forces Community</b> Consider whether this impacts on members of the Armed Forces and their families, whose health needs may be impacted long after they have left the Armed Forces and returned to civilian life. Also consider their unique experiences when accessing and using day-to-day public and private services compared to the general population. It could be through 'unfamiliarity with civilian life, or frequent moves around the country and the subsequent difficulties in maintaining support networks, for example, members of the Armed Forces can find accessing such goods and services challenging.'  For a comprehensive guide to the Armed Forces Covenant Duty and supporting resource please see: <a href="#">Armed-Forces-Covenant-duty-statutory-guidance</a>					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.					
<b>Socio Economic Duty</b> Consider those on low income, economically inactive, unemployed or unable to work due to ill-health. Also consider people living in areas known to exhibit poor economic and/or health indicators and individuals who are unable to access services and facilities. Food / fuel poverty and personal or household debt should also be considered.					

For a comprehensive guide to the Socio-Economic Duty in Wales and supporting resources please see:

[more-equal-wales-socio-economic-duty](#)

Positive Impact		Negative Impact		No Impact	✓
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Justification of impact identified:

This policy sets out the operational delivery framework to ensure high quality, efficient rosters are generated consistently throughout rostered areas of the Health Board using electronic rostering systems. It will not impact any persons with a protected characteristic differently to others.

**Welsh Language**

Is it likely to impact on opportunities for people to use the Welsh language? The Welsh language should be treated no less favourably than the English language.

Positive Impact		Negative Impact		No Impact	✓
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Justification of impact identified:

All staff on E-rosters who can speak Welsh have the welsh icon next to their name. This clear visibility of welsh speakers on wards across the Health Board allows ward managers and senior managers to easily identify welsh speaking staff. This is particularly useful if a patient requires communication through the medium of welsh. This supports the Health Board principle that Welsh and English languages are on equal basis and that patients should be provided with a service in their first language

If a negative impact has been identified, you are not required to complete this form as a full EqIA must be undertaken. A full EqIA template and guidance can be found on the following link: [Equality Impact Assessments \(EqIAs\) \(sharepoint.com\)](#)

Screening Completed by:	Name	Michelle James
	Title	Head of Resourcing & Utilisation
	Contact details	Michelle.james@wales.nhs.uk
	Date	14 <sup>th</sup> April 2025
Screening Authorised by: (Directorate level owner of the procedures/ proposals/ projects/ policy)	Name	Heather Hinkin
	Title	Assistant Director People Management
	Contact details	Heather Hinkin
	Date	14 <sup>th</sup> April 2025
Guidance has been provided by Diversity & Inclusion Team:	Name	Eiddan Harries
	Title	Diversity and Inclusion Officer
	Contact details	Eiddan.harries@wales.nhs.uk
	Date	22.05.2025
Diversity and Inclusion Team additional Comments:		

**Please note: The D&I team will save a copy of the completed form for reference. If any changes are made after the date of review, it is the directorate's responsibility to update the EqIA and inform the D&I team.**