

Equality Impact Assessment (EqIA) Screening Template

The Equality Impact Assessment Screening Template is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the Public Sector Equality Duty, and other key areas.

The questions in the Screening Template below will help you to decide if the proposal is relevant to the Equality Act 2010 and whether a detailed EqIA is required. The key question is whether the proposal is likely to have an impact (either positive or negative) on any of the protected characteristics.

Quite often, the answer may not be obvious, and staff, service-user or provider information will need to be considered to make a preliminary judgment.

There is no one size fits all approach, but the screening process is designed to help fully consider the circumstances and to inform evidence-based decisions.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full Equality Impact Assessment (EqIA) will be required, then it is not necessary to complete the Screening Template and you can proceed to complete the full EqIA.

What to do:

In general, the following questions all feed into whether an EqIA is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impacts.

You will need to provide sufficient information within the template to justify the assessment of impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full EqIA must be undertaken.

If no negative / adverse impacts arise from the proposal, it is not necessary to undertake a full EqIA however, the decision and justification must be clearly recorded.

On completion of the Screening Template, staff should:

- Check that all sections of the template are fully completed.
- Ensure that the Project/Policy owner has signed off the Screening Template.
- Send a copy of the completed template along with the related policy to the Diversity & Inclusion Team for them to review – email this to Inclusion.hdd@wales.nhs.uk

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| Date of commencement of Screening Assessment: | 22/11/23 |
| Screening conducted by (name and email address): | Lisa Hughes Lisa.hughes@wales.nhs.uk |
| Title of programme, policy or project being screened: | Time off for Medical and Dental Appointments During Normal Working Hours Policy - Review November 2023 |

Description of the programme/policy/project being screened (including key aims and objectives)

This policy provides guidance for dealing with requests for time off work to attend medical or dental appointments to ensure requests are considered fairly and consistently.

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

Trade Unions (including Unison, one of the main unions within the Health Service) are supportive of policies outlining guidelines and procedures for allowing staff paid time off during working hours to attend medical and dental appointments and accompany dependents when necessary. UNISON advocate that such a policy would be both sensible and necessary for a healthy workforce.

Paid time off during normal working hours can be seen as a reasonable adjustment to prevent disadvantage to disabled employees under the 2010 Equality Act.

All pregnant employees and eligible agency workers (including women undergoing fertility treatment from the point of the implantation of fertilised ova) are legally entitled to take a reasonable amount of paid time off work for the purpose of receiving antenatal care, such as medical appointments or parenting classes (including travelling to and from the appointments) if they have been recommended by a doctor or midwife.

People who decide to undergo medical or surgical procedures for gender reassignment will need some time off work. It is unlawful to treat trans people less favourably for being absent from work for gender reassignment than they would be treated if they were ill or injured.

Issues arising around staff requiring time off in association with gender reassignment are addressed in the Health Board's Supporting Transgender Staff in the Workplace Policy.

Assess which protected characteristics will potentially be affected by the proposal: (please ✓ which impact)

| Group | Positive Impact | Negative Impact | No Impact |
|---|------------------------|------------------------|------------------|
| Age Is it likely to affect older and younger people in different ways or affect one age group and not another? | ✓ | | |
| Disability Those with a physical disability, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes | ✓ | | |
| Gender Reassignment Consider the potential impact on individuals who either: <ul style="list-style-type: none"> • Have undergone, intend to undergo or are currently undergoing gender reassignment. • Do not intend to undergo medical treatment but wish to live in a different gender from their gender at birth | ✓ | | |
| Marriage / Civil Partnership Marriage and Civil Partnership means someone who is legally married or in a civil partnership. | | | ✓ |
| Pregnancy and Maternity Maternity covers the period of 26 weeks after having a baby, whether or not they are on Maternity Leave | ✓ | | |
| Race / Ethnicity People of a different race, nationality, colour, culture or ethnic origin including non-English / Welsh speakers, gypsies/travellers, asylum seekers and migrant workers. | ✓ | | |
| Religion or Belief The term 'religion' includes a religious or philosophical belief. | | | ✓ |
| Sex Consider whether those affected are mostly male or female and where it applies to both equally does it affect one differently to the other? | ✓ | | |
| Sexual Orientation Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes. | | | ✓ |

Consider the potential impacts of the programme/policy/project on the following wider determinants:

| Additional Determinants | Positive Impact | Negative Impact | No Impact |
|---|-----------------|-----------------|-----------|
| <p>Armed Forces Community Consider 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.’</p> <p>For a comprehensive guide to the Armed Forces Covenant Duty and supporting resource please see: Armed-Forces-Covenant-duty-statutory-guidance</p> | | | ✓ |
| <p>Socio Economic Duty 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.</p> <p>For a comprehensive guide to the Socio-Economic Duty in Wales and supporting resource please see: more-equal-wales-socio-economic-duty</p> | ✓ | | |
| <p>Welsh Language Please note opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.</p> | | | ✓ |

Summary of Potential Impacts Identified

Positive Impacts

“Awareness of the particular concerns and issues that women, disabled people, Black people, trans people and other groups may face, should inform the development and use of time off, sickness absence and health and safety policies. Without these considerations, all staff may not be treated fairly and equally.”(Unison)

For employees, there are clear health benefits to such a policy:

Staff managing long-term health conditions such as diabetes, high blood pressure or depression that require regular medical checks or counselling support, will be particularly supported.

Employees wishing to be screened for cancers (such as prostate cancer in men), access physiotherapy for back pain or obtain medically recommended follow-up and rehabilitation appointments can improve their health and prevent more serious conditions.

Workers will be encouraged to protect themselves and colleagues and service users by taking advantage of vaccinations against infectious diseases such as ‘flu, COVID-19 and mpox (monkeypox).

In addition, such a policy could have a particularly beneficial impact on women, given the range of issues that can affect women in the workplace. Regular check-ups for HRT treatment, family planning issues, fertility treatment, cervical or mammographic screening (important for detecting cervical and breast cancer), are just some of the examples of when women would require time-off under such a policy.

Black workers may also be helped by such a policy as there may be particular health conditions affecting them, such as sickle cell disease, the most serious type being sickle cell anaemia. Sickle cell disease is the name for a group of inherited conditions that mainly affect people of African, Caribbean, Middle Eastern, Eastern Mediterranean and Asian family background.

A time off policy for health screenings and medical appointments is likely to be of great benefit to disabled workers too. Under the Equality Act 2010, employers have a duty to make reasonable adjustments where failure to do so would place the disabled worker at a substantial disadvantage compared to non-disabled workers. Time off for medical appointments and for treatment related to the worker’s impairment, may be seen as a reasonable adjustment to prevent disadvantage to some disabled staff.

<https://www.unison.org.uk/content/uploads/2022/12/Medical-screening-leave.pdf>

Negative Impacts

N/A

| | | |
|--|-----|---------|
| <p>Has the screening identified any negative impacts?</p> <p>If yes, a full Equality Impact Assessment will need to be undertaken.</p> | Yes | No ✓ |
|--|-----|---------|

If No negative impacts were identified, please give full justification here

The benefits identified above demonstrate the considerations given to ensure that managers approach such requests reasonably, equitably and consistently, with due regard to the employers need to maintain a healthy and efficient workforce, taking full account of our legal obligations under the Equality Act 2010.

The policy has been in place since 2011 with the only previous changes being in relation to relevant legislation. Minor changes were made during this review.

No complaints have been received in relation to equality, diversity or human rights following implementation of the policy.

The policy allows for consideration of personal circumstances in every case where they apply.

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| Screening Completed by: | Name | Lisa Hughes |
| | Title | Assistant Head of Workforce |
| | Contact details | Lisa.hughes@wales.nhs.uk |
| | Date | 22 nd November 2023 |
| Screening Authorised by: (Project / Policy Owner) | Name | Heather Hinkin |
| | Title | Head of Workforce |
| | Contact details | Heather.hinkin@wales.nhs.uk |
| | Date | 22/11/2023 |
| Seen by Diversity & Inclusion Team: | Name | Alan Winter |
| | Title | Senior Diversity & Inclusion Officer |
| | Contact details | Alan.winter@wales.nhs.uk |
| | Date | 30/11/2023 |