

## **Policy Control Procedure**

## **Equality Impact Assessment Form**

See Equality Impact Assessment Policy and Procedure for detailed guidance on how to complete this form.

### Section 1: Purpose and scope of policy

<b>Title</b>	Policy Control Procedure
<b>New or existing</b>	Existing
<b>Owner</b>	Ania Rolewska
<b>Officer(s) undertaking the EIA</b>	Ania Rolewska Consulted Claire Beynon
<b>What does the policy aim to achieve?</b>	Confirm the roles and responsibilities of PSOW staff for submission, review, storage and publication of policies and equality impact assessments (EIAs)  Explain the procedure for the submission of new policies and the review of existing policies and what supporting information is required.
<b>How is the policy related to other areas of work?</b>	The policy is relevant to the management of all PSOW policies
<b>Who is likely to be affected by this policy?</b>	Policy Owners Staff, PSOW service users and general public (to the extent that the policy defines the requirements for Welsh language translations, Easy Read versions and Equality Impact Assessments)

# Equality Impact Assessment Form

## Section 2: Assessment of relevance and proportionality

Key points to remember:

- to assess relevance you **must** consider evidence related to all equality characteristics
- you must record **all** evidence considered in [section 4](#) of this form.

Question	No	Yes	Comments
Does the policy relate to PSOW's equality objectives and identified actions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The procedure helps to manage all PSOW policies – it does not relate specifically to any policy objectives.
Does the policy relate to functions that evidence, or previous activities have identified as being important to, particular characteristics?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The procedure helps to manage all PSOW policies – it does not relate specifically to any groups of people.
Does the policy relate to an area where there are known inequalities, or a significant potential for reducing inequalities or improving outcomes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above.
Is there evidence to suggest that this policy may affect:			
<ul style="list-style-type: none"> <li>• equal treatment of people with certain characteristics</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• meeting the needs of people with equality characteristics (including through provision of reasonable adjustments)</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy specifies the requirements for Easy Read versions of PSOW policies. This affects specifically people with learning disabilities, and potentially people whose first language is not English or Welsh.
<ul style="list-style-type: none"> <li>• participation of people with equality characteristics</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• community relations between different equality groups</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is there evidence to suggest that this policy may influence disadvantage due to people's socio-economic status?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is there evidence to suggest that this policy may affect opportunities for people to use Welsh or affect how PSOW treats the Welsh language?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy specifies the requirements for Welsh versions of PSOW policies. This is in line with the Welsh Language Standards.

If you answer 'yes' to any of these questions, proceed to [section 3](#).

## Equality Impact Assessment Form

If a policy is not deemed relevant for conducting a full EIA, proceed to [section 4](#).

### Section 3: Full Equality Impact Assessment

Key points to remember:

- you must consider at this stage any need for collection of further evidence - including through engagement with groups potentially affected by the policy;
- you must record all evidence informing this stage in [section 4](#) of this form.

## Equality Impact Assessment Form

Characteristic	Negative impact			Positive impact			n/a	Justification based on the evidence considered	Proposed actions to mitigate negative impact /maximise positive impact	Negative impact			Positive impact		
	H	M	L	H	M	L				H	M	L	H	M	L
General aspects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The procedure confirms that all PSOW new and revised policies must be accompanied by Equality Impact Assessments. This is in line with PSOW duties under the Equality Act 2010 and specific Welsh equality duties.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The procedure states that Easy Read versions of policies should be created for all policies which, based on an Equality Impact Assessment, are found to be particularly relevant to the accessibility of PSOW's service and/or people with learning disabilities.  This clause was modified during the review, as the original procedure committed PSOW to produce Easy Read of all policies published on the website.	The revised version of this clause is justified by proportionality – i.e. limited number of PSOW policies with impact on the wider public and/or relevant to this particular group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Equality Impact Assessment Form

Characteristic	Negative impact			Positive impact			n/a	Justification based on the evidence considered	Proposed actions to mitigate negative impact /maximise positive impact	Negative impact			Positive impact		
	H	M	L	H	M	L				H	M	L	H	M	L
Pregnancy & maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The procedure states that Easy Read versions of policies should be created for all policies which, based on an Equality Impact Assessment, are found to be particularly relevant to the accessibility of PSOW's service and/or people who are not fluent in English or Welsh.</p> <p>This clause was modified during the review, as the original procedure committed PSOW to produce Easy Read of all policies published on the website.</p>	<p>The revised version of this clause is justified by proportionality - i.e. limited number of PSOW policies with impact on the wider public and/or relevant to this particular group.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socio-economic status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The procedure confirms that all PSOW policies must be published in English and Welsh at the same time, internally and externally. This is in line with PSOW duties under Welsh Language Standards.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 4: Register of evidence and engagement

Existing evidence considered	
Equality screening	
Equality Impact Assessment	<a href="#">Foundation for people with learning disabilities</a> guidance <a href="#">Making written information easier to understand for people with learning disabilities</a> , Department of Health
Additional evidence collected	
Equality screening	
Method of evidence collection	
Record of the evidence collected	
Date completed	
Equality Impact Assessment	
Method of evidence collection	
Record of the evidence collected	
Date completed	

# Equality Impact Assessment Form

## Section 5: Outcomes report

<b>EIA stage completed</b>	Screening	<input checked="" type="checkbox"/>	
	Impact assessment	<input checked="" type="checkbox"/>	
<b>Outcome of the EIA procedure</b>	Proceed with policy – no changes	<input checked="" type="checkbox"/>	
	Make changes to policy	<input type="checkbox"/>	
	Do not proceed with policy	<input type="checkbox"/>	
<b>Action plan (full EIA only)</b>			
Where actions are required to mitigate the level of negative impact or maximise positive impact, please specify:			
<b>Key issue</b>	<b>Action to be taken</b>	<b>Responsible officer</b>	<b>Date for completion</b>
<b>Monitoring (full EIA only)</b>			
<b>Please outline monitoring arrangements</b>			
<b>Please specify responsible officer</b>			
<b>Publication needs (full EIA only)</b>			
Was the impact deemed as substantial (high)?	Yes, in terms of general aspects of the policy and the Welsh language.		
Authorised by the MT	<input checked="" type="checkbox"/>		
Date	11/01/2022		