

Equality Impact Assessment Template

<u>For:</u>	Job Evaluation Policy
<u>Date form completed:</u>	25/03/2024
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Outline

The purpose of the Job Evaluation Policy is to provide a guide to the PTHB staff of the various Job Evaluation processes, providing explanations of the eligibility for each process.

Background

This Policy has been developed with the intention of condensing the format of the guidelines to the Job Evaluation process for members of staff, which has been achieved by implementing a toolkit for each Job Evaluation process to provide clear and concise guidance.

Engagement has taken place with HR Business Partners and service users who participate in the JE process on a regular basis.

Welsh Language

PTHB Job Evaluation promotes and supports the use of Welsh Language within their Job Descriptions. The Welsh Language Skills Requirement Toolkit is included within the Job Evaluation Authorisation Form for managers to assess their Welsh Language requirements. Advert text is essentially required bilingually which is obtained via Powys.WelshTranslations@wales.nhs.uk

How does Job Evaluation service promote Equality?

Embedded within all the Job Evaluation training presentations are the principles of the NHS Job Evaluation Scheme which includes Equality, avoidance of bias, ensure the job description is non-discriminatory, compares jobs fairly and assesses job roles as opposed to the post holders.

Job Evaluation Training

The consecutive two-day training for Job Matching is available bi-monthly.

Job Matchers/Consistency Panellists/JAQ require training to be available to undertake Job Evaluation matching and evaluating. It is therefore imperative that a continual process of recruitment is undertaken.

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Challenges for the Job Evaluation service

Panellist Resources

The success and timely completion of the Job Matching process is reliant on trained staff being released from their normal duties on a weekly/regular basis.

Resource implications are carefully monitored on a quarterly basis between the Staff and Management Side Leads.

Managers may need support from the JE Team or HR Advisors with the Job Evaluation process overall.

Conclusion

The Job Evaluation Policy has been updated to reflect current best practice and has been consulted upon and endorsed by WPRG in March 2024.

The implementation of the JE Toolkit is to streamline the JE process to save time and resources for staff and management.

The new streamlined Toolkit will be monitored as to its success to improve service delivery overall.

Equality Impact Assessment Table

Please see the table below which shows that the impact on the various groups have been considered and assessed.

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How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken Make reference to where the mitigation is included in the document, as appropriate
Age For most purposes, the main categories are: • under 18; • between 18 and 65; and • over 65	Persons are not differentiated any differently in the Job Evaluation process in terms of age. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.		
Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	Persons with a disability are not differentiated any differently in the Job Evaluation process. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role.		

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People of different genders: Consider men, women, people undergoing gender reassignment NB Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender	Persons with different genders are not differentiated any differently in the Job Evaluation process. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.		
People who are married or who have a civil partner.	Persons with are married or who have a civil partner are not differentiated any differently in the Job Evaluation process. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be		

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	undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.		
Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	Women who are in this category are not differentiated any differently in the Job Evaluation process. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.		
People of a different race, nationality, colour, culture or ethnic origin including non-English speakers,	Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be		

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gypsies/travellers, migrant workers	undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.		
People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief	Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.		
People who are attracted to other people of: - the opposite sex (heterosexual); - the same sex (lesbian or gay); - both sexes (bisexual)	Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role.		

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	There is no evidence to suggest that the policy would have a positive or negative impact.		
People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design Well-being Goal – A Wales of vibrant culture and thriving Welsh language	Job Evaluation promotes and supports the use of Welsh Language within their Job Descriptions There is no evidence to suggest that the policy would have a positive or negative impact.		
People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	N/A		
People according to where they live: Consider people living in areas known to exhibit poor economic and/or health	N/A		

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indicators, people unable to access services and facilities. This also may include wifi poverty, travel poverty and fuel poverty.			
Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service	N/A		

How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

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How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
People being able to access the service offered: Consider access for those living in areas of deprivation and/or those experiencing health inequalities Well-being Goal - A more equal Wales	N/A		
People being able to improve /maintain healthy lifestyles: Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive	N/A		

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services including smoking cessation services, weight management services etc Well-being Goal – A healthier Wales			
People in terms of their income and employment status: Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions Well-being Goal – A prosperous Wales	N/A		
People in terms of their use of the physical environment:	N/A		

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Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces Well-being Goal – A resilient Wales			
People in terms of social and community influences on their health: Consider the impact on family organisation and roles; social support and social networks;	N/A		

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neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos Well-being Goal – A Wales of cohesive communities			
People in terms of macro-economic, environmental and sustainability factors: Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate Well-being Goal – A globally responsible Wales	Job Evaluation is undertaken in conjunction with the National Job Evaluation Group and Agenda for Change		