

Freedom of Information Request: Our Reference CTHB_99_18

You asked:

Please can you provide the following information;

- 1. Regrading Policy for all staff within Cwm Taf LHB – please can you indicate whether this is a 'local' or 'All Wales Policy'.**

This is a local policy.

- 2. Number of regrades undertaken since 1st April 2015 – 31st March 2018 – Please can you breakdown by financial year (i.e. the date of agreement of regrading – not date of payment), so 2015/16, 2016/17 & 2017/18.**

Please see provided in the table below the number of regrades Cwm Taf UHB have undertaken since 1.4.2015-31.3.2018 (by Financial Year).

Financial Year	Total Number of Re-bandings Undertaken Cwm Taf UHB
2015/2016	20
2016/2017	23
2017/2018	26

- 3. Details of A4C band prior and after date of regrading – Appreciate, you may not be able to provide names, but please provide A4C bands.**

Please refer to attachment 1.

- 4. Specific details on regradings within the Finance Dept – Please can you provide the number of regradings undertaken since the merger between North Glamorgan & Pontypridd and Rhondda NHS Trust.**

Provided in the table below are details on Finance regradings.

Financial Year	Total Number of Re-bandings Undertaken Finance
2011/2012	1
2015/2016	1 and 1 WHSCC

2016/2017	0
2017/2018	0

There is no evidence of Finance regradings for the years 2012/13, 2013/14, 2014/15 and unfortunately prior to 2011/12 the record keeping was not as robust as it is now.

I have also identified the one regrading in WHSCC, which is hosted by Cwm Taf UHB as it is within their Finance Section.

5. Provision of the mechanism for the Finance Department regradings to be actioned – were there VR authorisations (if so, authorised by who) and was any further authorisation required.

Where a re-banding request is made the post holder and line manager would complete the relevant sections of the A4C Banding Application Form (Attachment 2) in the policy, the budget holder also needs to sign the request.

6. Within the years that there were regradings please provide the pay overspends across the LHB (i.e. not the bottom line delegated position, but the reported pay position).

In order for us to answer this element of your request we would require further clarity from you. Do you require the total pay overspend (assuming there was one) for the organization or a breakdown by Directorate? We are unable to process this element of your request until we receive confirmation.

YEAR 2015/2016

Band Prior to Re-banding	Band following Re-banding	Total Number of Jobs	Notes
2	3	5	
3	4	2	includes 1 in Finance, WHSSC
4	5	1	
5	6	4	
6	6	1	
6	7	3	
8a	8b	1	
8b	8c	2	
8d	9	1	Finance post
		20	

YEAR 2016/2017

Band Prior to Re-banding	Band following Re-banding	Total Number of Jobs	Notes
	Mismatch	1	Unable to evaluate JD
2	3	3	
3	3	1	
3	4	1	
4	5	4	
5	6	3	
6	7	4	
7	7	1	
8a	8b	2	
8c	8d	1	
8d	9	2	
		23	

YEAR 2017/2018

Band Prior to Re-banding	Band following Re-banding	Total Number of Jobs	Notes
	Mismatch	2	Unable to evaluate JD
2	2	2	
2	3	4	
3	3	1	
3	4	7	
5	6	7	
6	7	2	
8a	8b	1	
		26	

Ref:

Policy-Procedure For Banding Of Posts

INITIATED BY: Workforce & Organisational Development

APPROVED BY: Corporate Risk Committee

DATE APPROVED: 25th March 2015

VERSION: Two

OPERATIONAL DATE: June 2015

DATE FOR REVIEW: 3 years from date of approval or if any legislative or operational changes require

DISTRIBUTION:

FREEDOM OF INFORMATION STATUS: Open

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Policy Definition

A policy is a high level overall guide, which sets the boundaries within which action will take place, and should reflect the philosophy of the organisation or department.

It provides a prescribed plan for staff to follow, which should not be deviated from.

1. Purpose

This policy confirms the circumstances, eligibility and process for banding of posts.

2. Policy Statement

One of the aims of Agenda for Change is to allow LHBs and other NHS organisations to operate more flexibly by redefining and developing roles in partnership leading to a further modernised service for patients. In an ever-changing health care environment, changing work patterns and practices in order to maintain effective organisational development is essential.

This policy will aim to ensure that any proposals for the development of new roles and changes to roles are managed in a coordinated way and where changes to existing roles are accepted in line with progress, innovation, service redesign and technological advances. Where this results in an agreed change to the role and a step increase to the overall job responsibility or demands, such posts will require a review of their banding to ensure the appropriate banding is awarded.

Such changes must be permanent and not just due to the allocation of different tasks of the same level or job loading. Any change which is not permanent would be addressed under the Agenda for Change 'Temporary movement into a higher band' arrangements.

The policy aims to ensure consistency throughout the Health Board, to ensure equal pay for work of equal value and to ensure that salaries reflect the responsibility, knowledge and experience demanded by the post.

3. Principles

The policy is based on the following key principles:

- To ensure fairness, consistency and equality across the Health Board.
- To ensure staff are appropriately rewarded for work they do.
- To avoid inequality that may lead to equal pay claims.
- To ensure an appropriate mechanism for staff and managers to seek consideration for a banding review.

4. Scope

This policy applies to all employees of the Health Board except Medical/Dental staff and very senior managers at Board level and is applicable for requests from individual post-holders or from departmental managers wishing to develop posts in line with re-structuring and agreed service developments.

This policy applies to all existing posts and the creation of any new roles within the Health Board.

5. Legislative and NHS Requirements

This policy will operate in accordance with Agenda for Change Terms and Conditions of Service and the Organisational Change Policy for Wales and all relevant legislation.

6. Procedure

Job Banding Assessment/ Process

All Job Evaluation/Job Matching is undertaken in accordance with the processes laid out in the JE Handbook.

6.1 *Banding Assessments*

Managers intending to re-band posts or develop new posts are encouraged to seek advice from their HR Adviser and/or the Workforce Development department in the first instance

6.2 *Requests from Managers for new and changed posts*

Managers should be aware of changes in services or departmental structures, which increase or decrease responsibilities for particular posts in their department. Therefore any change in the level of a post that is initiated by the manager this must:

- Be needed, planned and affordable
- Show a demonstrable change in the level of responsibility
- Be based on the level of responsibility and not volume of work
- Have clear service improvement outcomes linked to the Health Boards current objectives which can be evidenced

Line managers should complete the form (see Appendix A) which demonstrates the above and also include a copy of the current and proposed job descriptions.

This report should be submitted to the Agenda For Change Team who will acknowledge receipt. The assessment will first be undertaken in line with a Job Matching exercise. If Job Matching fails then the assessment will be undertaken via Local Job Evaluation. The outcome will be released to the Directorate Manager who will usually inform the individual of the panel's decision within 14 working days of either stage.

6.3 *Re-Banding requests*

Re-banding requests would normally arise where there are clear disparities between the duties described in the current job description and those duties being currently undertaken by the individual. It is anticipated that the majority of changes to responsibilities and duties within roles will be planned in advance and form part of the Directorates annual workforce Plan.

Where developments have evolved in an unplanned manner the manager has several options:

- To review the work in partnership so that the employee is working at the level they are being paid and required to work at

- To review the structure to ensure other staff are not unreasonably devolving tasks

If the manager supports the individual's application for re-banding it is their responsibility to ensure the necessary funding is in place to support it should the result be an increase in banding.

In circumstances where employees feel unsupported by their manager they should contact the Agenda for Change/Workforce & OD Personnel for appropriate advice.

6.4 *Restructured posts.*

Where a Directorate, department, service or team within the Health Board is subject to restructuring or service reconfiguration, then all resulting new or changed jobs should be evaluated or re-evaluated, as above.

6.5 *Documentation*

There are a number of key documents which contribute to a full understanding of the role and the skills and competencies required to fulfill this.

6.6 *Job Description*

Job descriptions should be written in the agreed Health Board format and should encompass all factors required as part of the job evaluation process including the effort factors. The job description will need to be signed off by the Line Manager and Post Holder as an accurate reflection of the requirement of the role.

6.7 *Person Specification*

Person Specifications should be written in the agreed Health Board format and include reference to KSF Gateway progression development plans.

6.8 ***KSF Outline***

This should be complete i.e. contain both KSF full outline and foundation subset, and written in the agreed Health Board format.

6.9 ***Banding Forms for completion***

For all new posts and re banding requests the line manager should arrange completion of the New Post Banding Request Form (Appendix A).

Where a re-banding request is made the postholder and line manager should complete the Re-banding request form (Appendix A).

Note – Sign off by Directorate Budget holder is also required at this stage.

6.10 ***The Job Matching/ Evaluation process.***

The NHS Job Evaluation Handbook determines the way posts are evaluated in the NHS. It provides information on the composition and operation of matching and evaluation panels which operate within the spirit of partnership working.

Job Matching/Evaluation panels comprise both management and staff side representatives and members must be committed to partnership working. All panel members must have been trained in the NHS Job Evaluation scheme. The number of members per panel has been agreed in the Health Board as 2 staff side and 2 management representatives.

6.11 *Job Matching* - The role of the Job Matching panel is to identify possible National profile matches and by comparing profiles with Job Descriptions, Person Specifications and further

information provided, match responsibilities of the post to factor levels.

Matching panels will meet on a weekly basis and aim to match all posts submitted. The process and requirements for submitting new posts for matching is attached as Appendix A.

6.12 *Evaluation Panel* - The role of the Evaluation Panel is much more time consuming and involves validating answers provided within the Job Analysis Questionnaire (JAQ) against skills factor levels to determine an appropriate level match.

6.13 *Outcome* - Only when consistency checking is complete and any apparent inconsistencies resolved will the matching/evaluation outcome be confirmed.

The Workforce Development Department will release all matching/evaluation outcomes to the Line Manager and Budget Holder and Finance Department. The Line Manager is responsible for informing the member of staff.

Where the re-evaluation request is upheld either following job matching or local job evaluation the line manager will be responsible for completing a staff change form and also updating the employee's KSF Outline appropriately.

Post holders and managers must be aware that the outcome of the panel could result in a decrease in band.

Where a change in banding occurs, the effective date is determined by the date stipulated on the application form.

6.14 *Requests for Review against Outcome (Appeal)*

In the event that groups of staff or an individual are dissatisfied with the result of the Matching or Evaluation they may request a re match or re evaluation by a new panel. A review request must be made in writing within 90 days of notification of the original panel's decision.

The review request application form (Appendix B) must also contain details where the post holder(s) disagree with the match or evaluation and evidence to support their case.

The decision of the second panel is final. The post holder has no right of appeal beyond the second panel if their complaint is about the matching outcome.

In the event that the jobholder can demonstrate that the process was misapplied they may pursue a local grievance about the process, but not against the matching or pay banding decision. Where a grievance is upheld, a potential remedy may be a reference to a new matching panel.

Decisions will be backdated to the effective date identified on application form.

7. Training Implications

The integrity of the Job Matching process relies heavily on the knowledge and skills of the trained Job Matchers, Evaluators and Analysts involved in the process, it is therefore essential that these skills and knowledge are updated on an annual basis to ensure currency of knowledge. Annual updates will be provided by the Workforce & OD Directorate and will be an essential requirement for the continuation of involvement in the Job Matching process. Directorates will need to identify an appropriate number of staff from within their area who can be regularly called upon to contribute to the Job Evaluation process.

JE Leads undertake update training on a yearly basis.

8. Review, Monitoring and Audit Arrangements

Reports will be produced by the CAJE Administration Officer following each session.

Outcomes are maintained on the CAJE System and are consistency monitored by the All Wales Consistency Monitoring Forum.

Policy will be reviewed February 2018 in partnership.

9. Managerial Responsibilities

Divisional and Directorate Managers have a duty to ensure that this policy is applied fairly and consistently. They are also required to take overall responsibility for ensuring that this policy is implemented and monitored effectively and specifically, for employees for whom they are managerially accountable ensuring that all staff are aware of this policy.

10. Retention or Archiving

The Director of Workforce & Organisational Development will ensure that copies of this policy are archived and stored in line with the Health Board's Records Management Policy and are made available for reference purposes should any situation arise where they are required.

11. Non Conformance

It is important for Managers to comply with this policy as failure to conform will expose the Health Board to increased risk of Equal Pay Claims.

Failure to comply could also result in Financial deficit to the organisation, and could also be regarded as potential fraud and investigated accordingly.

12. Equality Impact Assessment Statement

Once the Policy has been assessed each document should have one of the following statements:

Either

This Policy has been subject to a full equality assessment and no impact has been identified.

Or

This Policy has been subject to a full equality assessment and some issues have been identified and highlighted to ensure that due regard and weight is given to them in carrying out this policy (see Equality Impact Assessment Action Plan).

13. References

Appendix A -

CWM TAF UNIVERSITY HEALTH BOARD A4C Banding Application

POST TITLE:	
DIRECTORATE:	

Please define the category this post relates to (as described below):-

☐ **Revised Post** – Refers to redesign where some of the duties have changed to meet the demands of the department.

☐ **New Post/Vacant Post** – Refers to an entirely new role which corresponds with the development of a new service. These roles may require revision after a period of 'bedding in'.

☐ **Employee Re - Banding Application** – Refers to posts where there are clear disparities between the duties described in the current job description and those duties being currently undertaken by the individual.

Details of Job Description to be Banded

Title of Post:
Name of Post holder: (where applicable) i.e. For Re Banding Application.
Also include original Post Title.

Department:
Division/Unit:
Proposed Band:
Proposed Budget code (if known):
How many staff does this job description cover?

EFFECTIVE DATE OF CHANGE
 (NB This will be deemed as effective date of re banding (see policy section 7 outcome).

Agreed by post holder (for Re banding applications only)

Signed **Date of signing**.....
Post Holder

Directorate Manager's supporting statement (for Re banding applications only)

I can confirm that this employee is fully competent to the level required for the new role as described in the job description and additional information provided in this form. I also can confirm that I have the necessary funding available, should the re-

banding request be successful, to meet the ULHB policy on financial management and control of resources.

(This section is mandatory for all banding applications)

Please note this application will not be processed unless the following information is attached:-

- Appropriately signed Job Description and Person Specification.
- Supporting Statement, including financial approval and any consequent changes to the Units establishment.
- Please advise how you propose to recruit to the post, whether by internal application or external advert.

Please use the space below to explain the background and reason for the banding application, information should include how the post will be funded, and proposed improvements to health care as a result of the inclusion of this post.

PLEASE COMPLETE FOR ALL BANDING APPLICATIONS.

Signed

PRINT NAME..... Date of signing

Line Manager

Signed

PRINT NAME..... Date of signing

Directorate Manager/Budget Holder

For W&OD Unit use only	
Date Received	
Date Returned to manager & Reason (where applicable)	
Date Banded	
Band Outcome	
CAJE Reference	
Date Released and to whom	
Signed W&OD Officer	

Appendix B -

**CWM TAF UNIVERSITY HEALTH BOARD
EVIDENCE FOR JOB RE-EVALUATION / REVIEW**

Factor	Evidence to Support a Review
1. Communication	
2. Knowledge, Training & Experience	
3. Analytical & Judgement Skills	
4. Planning and Organisational Skills	
5. Physical Skills	
6. Responsibilities for Patient/Client Care	
7. Responsibilities for Policy and Service Development Implementation	
8. Responsibilities for Financial and Physical Resources	
9. Responsibilities for Human Resources	

10. Responsibilities for Information Resources	
11. Responsibilities for Research and Development	
12. Freedom to Act	
13. Physical Effort	
14. Mental Effort	
15. Emotional Effort	
16. Working Conditions	
Additional Information that should be considered at Review (if applicable)	

NAME AND SIGNATURES OF THOSE SUPPORTING JOB RE-EVALUATION / REVIEW

Post Holder _____

Date _____

Manager _____

(Line Manager)

Date _____

Directorate Manager

(Budget Holder)

Date _____

Union Rep (Where applicable) _____

Date _____

(Where Applicable Letter confirming a change of Banding will be effective from the date specified on the Re Banding Application.

This Policy was developed and agreed in partnership:

Appendix D - Equality Impact Assessment

Approved 12th January 2011 as part of the Policy for the Management, Identification and Authorisation of Policies and Procedures – Operational 1 January 2011

All Public Sector bodies have a legal duty to undertake an equality impact assessment (EqIA) as a requirement of the equality legislation.

EqIA's provide a systematic way of ensuring that legal obligations are met and are a practical means of examining new and existing policies and practices to determine what impact they may have on equality for those affected by the outcomes.

The process itself ensures that individual staff, managers and teams think carefully about, and record, the likely impact of their work on staff, patients and other members of the community.

The need for collection of evidence to support decisions and for consultation mean the most effective and efficient EqIA is conducted as an integral part of policy development, with the EqIA commenced at the outset.

The documentation consider the effects that decisions, policies or services have on people on the basis of their gender, race, disability, sexual orientation, religion or belief, age, Welsh Language and human rights. Assessing impact across a broad range of equality dimensions (not just those required by law), helps organisations to embed equality and human rights and assist them in the delivery of their services.

Policies will not be approved by the Board/Sub Committee of the Board without a completed EqIA Report.

For further information or advice, contact the Diversity, Equality & Standards Manager on 01443 744800.

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 – Preparation		
1.	Title of Policy - what are you equality impact assessing?	Procedure for Banding of Posts
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	To ensure that any proposals for the development of new roles and changes to roles are managed in a coordinated way. Changes to existing roles may be accepted in line with progress, innovation, service redesign and technological advances and must be permanent. The policy aims to ensure fairness, consistency and equality across the Health Board to ensure staff are appropriately rewarded for work they do and to avoid inequality that may lead to equal pay claims. To ensure an appropriate mechanism for staff and managers to seek consideration for a banding review.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Director of Workforce & organisational Development. Management and Staff Side Leads.
4.	Who is Involved in undertaking this EqIA? - who are the key contributors and what are their roles in the process?	Management Lead for Job Evaluation AFC. Staff Side Lead for Job Evaluation AFC.
5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	The policy operates in accordance with AFC Terms & Conditions of Service. The JE Handbook 4 th Edition July 2013. And the organisational change policy for Wales and all relevant legislation.

Step 1 – Preparation		
6.	Stakeholders - Who is involved with or affected by, this Policy?	Organisation Job Evaluation Leads. Workforce & OD Director and staff. All employees of the UHB except Medical & Dental and very senior managers are affected by the Policy.
7.	What might help/hinder the success of the policy? These could be internal or external factors.	Consistent use of the policy will help it's success. It will be important to raise awareness of the policy and ensure that all involved (e.g. members of the matching panel) are adequately trained.

Form Two – Information Gathering

Is the policy relevant to the public duties relating to each equality strand. Tick as appropriate.							
	Race	Disability	Gender	Sexual Orientati	Age	Religion Belief	Welsh Language
Is the policy relevant to “eliminating discrimination and eliminating harassment?”	✓	✓	✓	✓	✓	✓	✓
Is the policy relevant to “promoting equality of opportunity?”	✓	✓	✓	✓	✓	✓	✓
Is the policy relevant to “promoting good relationships and positive attitudes?”	✓	✓	✓	✓	✓	✓	✓
Is the policy relevant to “encouragement of participation in public life?”	x	x	x	x	x	x	x
In relation to disability, is the policy relevant to “take account of difference, even if it involves treating some individuals more favourably?”		✓					

The Human Rights Act contains 15 rights, all of which NHS organisation have a duty to act compatibly with and to respect, protect and fulfil. The 7 rights that are particularly relevant to healthcare are listed below. For a fuller explanation of these rights and other rights in the Human Rights Act please refer to Appendix A: The Legislative Framework.

Consider the relevance of your Policy to these Human Rights and list any available information to suggest the Policy may interfere with, or restrict the enjoyment of these rights.

The right to life

N/A

The right not be tortured or treated in an inhuman or degrading way

It will be important to treat all involved with dignity and respect.

The right to liberty

N/A

The right to a fair trial

It will be important to apply the policy objectively and fairly to ensure that staff have a full opportunity to state their case e.g. at appeal.

The right to respect for private and family life, home and correspondence

Each job should be designed to take account of work/life balance.

The right to freedom of thought, conscience and religion

N/A

The right not be discriminated against in relation to any of the rights contained in the Human Rights Act

None

Equality Strand	Evidence Gathered
Race	This policy relates to job evaluation. Within the wider context job descriptions that are submitted to job evaluation panels in line with this policy are Race neutral. This means that the job description contains details of the job requirements only, and does not contain names of staff, or ethnic origin. Panel members also volunteer their services and are trained in non bias principles, therefore the ethnic origin of panel members is not considered when they agree to become job matchers. There is very low representation of BME staff in the organisation so it is not possible to establish ethnically diverse panels.
Disability	This policy operates in accordance with the JE Handbook 4th Edition July 2013 and is committed to equality. Within the wider context it supports the evaluation of job descriptions. As above the evaluation relates to the post and not the individual, however in cases where an applicant for a post has a disability then reasonable adjustments are made. There is a similar situation in relation to diversity of the panels.
Gender	This policy operates in accordance with the principles laid down in the JE Handbook 4th Edition July 2013 and is committed to equality.

Ref:

Policy V1.

The policy in its wider context supports the implementation of the JE scheme including the evaluation of job descriptions. The evaluation process is undertaken by job matchers trained in non-bias principles. The aim of evaluation is to evaluate the demands of the post and does not include details of individuals, therefore the process is undertaken against a set of national benchmark profiles which are gender neutral.

Job evaluation panel members are made up of male and female staff therefore ensuring gender balance.

Sexual Orientation Ref:	This policy operates in accordance with the principles laid down in the JE Handbook 4th Edition July 2013 and is committed to equality. The policy in its wider context supports the implementation of the JE scheme including the evaluation of job descriptions. The evaluation process is undertaken by job matchers trained in non-bias principles. The aim of evaluation is to evaluate the demands of the post and does not include details of individuals, therefore the process is undertaken against a set of national benchmark profiles which are neutral as far as Sexual Orientation is concerned.
Age	This policy operates in accordance with the principles laid down in the JE Handbook 4th Edition July 2013 and is committed to equality. The policy in its wider context supports the implementation of the JE scheme including the evaluation of job descriptions. The evaluation process is undertaken by job matchers trained in non-bias principles. The aim of evaluation is to evaluate the demands of the post and does not include details of individuals, therefore the process is undertaken against a set of national benchmark profiles which are Age neutral. There are a wide range of job matching panel members.
Religion or Belief	This policy operates in accordance with the principles laid down in the JE Handbook 4th Edition July 2013 and is committed to equality. The policy in its wider context supports the implementation of the JE scheme including the evaluation of job descriptions. The evaluation process is undertaken by job matchers trained in non-bias principles. The aim of evaluation is to evaluate the demands of the post and does not include details of individuals, therefore the process is undertaken against a set of national benchmark profiles which are neutral in relation to Religion or Belief.
Welsh Language	This policy operates in accordance with the principles laid down in the JE Handbook 4th Edition July 2013 and is committed to equality. The policy in its wider context supports the implementation of the JE scheme including the evaluation of job descriptions. Within all job descriptions there is a requirement within the person spec for the post holder to be a Welsh Speaker. Other posts where Welsh Speaking is a necessity this requirement is featured within the essential criteria. If a job description was written in Welsh Language then we would seek interpretation by the Welsh Language Officer.

Ref:

Policy V1.

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	1	1	1
Disability	1	1	1
Gender	1	1	1
Sexual Orientation	1	1	1
Age	1	1	1
Religion or Belief	1	1	1
Welsh Language	1	1	1
Human Rights	1	1	1

Ref:

Policy V1.

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart C: Impact Decision

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart B: Potential Impact

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Procedure For Banding Of Posts
Organisation:	Cwm Taf University Health Board
Name: Title: Department:	Helen Evans, Workforce Development Officer
Summary of Assessment:	<p>The essential point about job matching is that it relates to the post rather than the post-holder and this anonymity would avoid discrimination. Job matching panels consists of staff side and management reps and are diverse in terms of age and gender but it is not possible to achieve this in terms of ethnicity, sexual orientation and religion.</p> <p>As with other policies it is more difficult to monitor situations outside the policy e.g. where individuals request rebanding but this is not supported at the outset. It would also be important to monitor the appeals process where this involves the individual and consideration should be given to this.</p>
Decision to Proceed to Part B Equality Impact Assessment:	<p>No</p> <p>Please record reason(s) for decision The policy relates essentially to posts rather than individuals and evidence not found of risk of discrimination.</p>

Ref:

Policy V1.

Action Plan You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.					
	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
What changes have been made as a result of the EqIA?	Within the wider context of the policy, ensure that all job descriptions contain Welsh Language requirement in the 'desirable' section of person spec.	To ensure equality of the Welsh Language Act.	Staff/Patients/Carers/Children.	Director of Workforce & OD JE Leads & Recruitment Managers	Immediate Effect
Where a Policy may have differential impact on certain groups, state what	None known, however-where				

Ref:

Policy V1.

arrangements are in place or are proposed to mitigate these impacts?	applicable Policy will be reviewed in partnership				
Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	None known however where applicable Policy will be reviewed in partnership				
Describe any mitigating actions taken?	None known				
Provide details of any actions planned or taken to promote equality .	Consistent Use of Policy	Policy is in line with equal pay act and is gender neutral.	All Staff employed with AFC Terms & Conditions	Director of W&OD. JE Leads & Managers	Immediate effect.

Date:	20.01.2015
Monitoring Arrangements:	Audited by JE Leads
Review Date:	February 2018
Signature of all Parties:	

Appendix E - Training Impact Assessment

If training requirements are identified a policy training impact assessment is to be completed and forwarded to the Workforce and Organisational Development Directorate

1. Will training be required as a result of the policy?

Yes	
No	Share Point under Policy Section. E Mail to Directorate Managers attaching policy.

2. Please complete the following information relating to training

Course/ policy title	
Course type	
Reference to KSF/NMC Dimensions	
Target Audience (refers to scope of policy)	
Course / policy training objectives	
Course / policy training content	
Duration of course / programme	
Name of trainer (or policy lead)	
Approximate cost of providing training	
Please embed lesson plan, link to e-learning, presentation or other relevant learning material	