

# **Cardiff University**

## **Equality Impact Assessment Template**

**Please refer to the EIA flowchart and guidance for information on when an EIA is required, who is responsible for completion of an EIA and guidance on how to complete this template with prompts for each question.**

## Equality Impact Assessment (EIA) Template

Title of Policy/ Procedure/ or reason for restructure	Annual Review of Competency Progression.(ARCP) Reviews and Appeals within the Wales Deanery
Level of EIA (e.g. is it at University, College, School or Department level?)	School of Medical and Dental Postgraduate Education ( Wales Deanery)
Name of accountable officer/ committee	Dr Phil Matthews Sub Dean and Deputy Director of GP Chair of the TPG Steering Group
Name and role of lead Officer completing this EIA	Beverlea Frowen Trainee Progression Governance Manager Corporate Services Wales Deanery
Contact Details	School of Medical and Dental Postgraduate Education (Wales Deanery) Corporate Services Heath Park Campus Tel: 02920 687419 FrowenB1@cardiff.ac.uk
Date EIA initiated	November 2016
Date EIA agreed by accountable officer/ committee	tba
Signed (accountable officer/ chair of accountable committee)	

**This form should be used in conjunction with written guidance using the key prompts for each question.**

### **1. The purpose of the proposal or decision required**

This new policy will ensure there is a consistent approach to conducting ARCP Reviews and Appeals for trainees employed by the NHS Wales working within secondary and primary care.

The Postgraduate Dean is responsible for the overall quality and performance of trainee progression. The ARCP Review and Appeal processes have been highlighted as a high risk area for the Deanery. A robust policy will help to mitigate these risks.

### **2. Evidence used/considered (include detail of what it indicates in relation to protected characteristics)**

#### **Target audience:**

Trainees currently in a training programme from August 2016 (source: Wales Deanery database (holds data on age, ethnicity, gender, part time and maternity cover but data on the other protected characteristics is not currently available).

- 2,320 trainees in secondary care and 263 primary care as of August 2016
- 330 part time and 96 maternity leave.

Other medical personal will need to be aware of the policy. The main cohort of professionals are:

- 10 Heads of specialty schools of medicine who advise on the ARCP Process
- Consultants and Programme Directors who chair ARCP Panels
- Management Executive who can potentially chair ARCP Appeal Hearings
- 2 ARCP managers within the Deanery and 2 other support staff who coordinate ARCP panels and liaise with the TPG team
- The TPG team

Results of a survey conducted in 2015 of heads of speciality schools and ARCP panel chairs have also influenced this policy. The survey identified the key priorities for a Review and Appeal policy which have been covered in the new draft policy.

Policies exist in other UK Deaneries for ARCP we have been unable to find other examples that an EIA has been done on this particular area of Deanery work.

### 3. Consultation

A steering Group and a working party drawn from Deanery wide staff were consulted throughout the various versions of the draft policy and helped shape the contents. This occurred during Nov and December 2016

In January 2017, the following were consulted on the draft policy:

- Heads of Speciality Schools for secondary and primary care
- Chairs of Speciality Training Committees
- Associate Deans for Primary Care
- GP Programme Directors
- GP and Speciality and Further Training Manager
- Organisational Lead GP Specialty
- Training Programme Directors

In addition the draft policy has been shared with ARCP leads in other UK Deaneries.

The draft policy was updated in Nov and Dec to take into account the emerging potential adverse impacts which are detailed in appendix one.

### 4. Assess likely impact (see Appendix 1 below)

See appendix one for details of assessment.

### 5. What actions will be taken to address any adverse impacts?

5.1 Review meetings and Appeal Hearings will be held in locations and rooms that are accessible for people with a disability. Parking can be arranged close to the location to avoid any unnecessary hurdles accessing the location.

5.2 All chairs of ARCP Reviews Panels and participants of Appeal Hearings would be required to hold a valid certificate of Equality and Diversity Training. The Trainee Progression Governance Team will maintain a database of all eligible members of Reviews and Appeals.

5.3 Organisers of meeting(s) including Appeal Hearings would be sensitive to any religious festivals or holidays that would hinder attendance

5.4 When assembling Appeal Hearings the TPG team would endeavour to select a balanced range of expert participants to hear the Appeal. However this may not always be possible due to the tight requirements of designated participants who can be present at an Hearing and their availability

5.5. When choosing the time and location of a Review or Appeal meeting, the organisers would be sensitive to the pressures on a training who is either pregnant or on maternity leave. We would aim to select locations as close as possible to the trainee place of work, to select times that supported the trainee.

5.6 The policy allows for trainees to request that they give evidence at an Appeal Hearing in Welsh. The cost of an interpreter will be borne by the Wales Deanery.

## **6. Monitoring arrangements**

The TPG team will monitor the impact on trainees and the mitigating factors by requesting feedback from participants as part of the overall evaluation form that all attendees are required to complete.

The Equality impact assessment will be repeated when the policy is scheduled for a review ( provisionally 2yrs from 2017)

## **7. Action planning**

The Deanery is planning to improve its overall data collection of Equality and Diversity protected characteristics to allow a greater insight into the characteristics of trainees.

The TPG team will draw on this new evidence as part of its monitoring and review processes.

## **8. Publish the EIA**

The policy and supporting documents will be published on the Deanery internet website. The EIA will also be published on this site.

## Appendix 1

**Table for Question 4. Policy/Procedure and Projects/Initiatives/Decisions development. Assess likely impact for each protected characteristic.**

	Comment on evidence and potential impact or specific requirements (e.g. reasonable adjustments for disability)
1.Age	<p>The policy applies to all trainees who are on a training programme. Whilst the majority will be between the ages of 22 and 35, there are some that fall beyond this age range.</p> <p><u>No adverse impact identified</u></p>
2.Disability	<p>There will be parts of the Review and Appeal process that could have an adverse impact if a trainee or participant in the ARCP Review or Appeal Hearing has a physical disability.</p> <p><b>See 5.1 above</b></p>
3.Gender reassignment	<p>The policy applies to all trainees who are on a training programme irrespective of gender reassignment. However prejudice may arise and hamper effective learning relationships with the trainee. <b>See 5.2</b></p>
4.Race	<p>The policy applies to all trainees who are on a training programme irrespective of their race. However there could be some adverse impact on fostering appropriate relationships between trainees and training tutors and educational supervisors which may result in them appealing against their assessment rating (outcome)</p> <p><b>See 5.2</b></p>
5.Religion or belief	<p>The policy applies to all trainees who are on a training programme irrespective of their religion or belief. With regard to an ARCP review or Appeal, there could be difficulty or an adverse impact when organising meetings and Appeal Hearings.</p> <p><b>See 5.3</b></p>
6.Sexual orientation	<p>The policy applies to all trainees who are on a training programme irrespective of their sexual orientation.</p>

	<p>However there could be some adverse impact to enable the trainee to secure a positive relationship with training tutors and educational supervisors who award the assessments.</p> <p><b>See 5.2</b></p>
7.Marriage and civil partnership	<p>The policy applies to all trainees who are on a training programme irrespective of their marriage or civil partnership arrangements. <u>No adverse impact identified.</u></p>
8.Sex/ Gender	<p>The policy applies to all trainees who are on a training programme irrespective of their sex/gender. However when establishing Appeal Hearings there could be an adverse impact on the trainee if the participants at the Hearing panel did not reflect an appropriate balance of gender.</p> <p><b>See 5.4</b></p>
9.Pregnancy and maternity	<p>The policy applies to all trainees who are on a training programme. However there could be an adverse impact when determining location and timing of meetings and the location.</p> <p><b>See 5.5</b></p>
10. Welsh language * note. Welsh language not explicitly covered by Equality Legislation as a protected characteristic.	<p>The policy applies to all trainees who are on a training programme. An Appeal is a very critical event in a trainee's life and could result in serious adverse consequences for their career. Trainees are allowed to give evidence in person at an Appeal Hearing and there could be an adverse impact upon the ability of the trainee to express their views if they are unable to speak in Welsh if this is their preferred language. <b>See 5.6</b></p>

*Version two following comments from AP completed 24 Jan 2017.*