Appendix B

Full Equality Impact Assessment

Name of Function/Policy	Policy on procedure for pay banding for new or changed posts
Directorate	Human Resources
Name/Contact Details of Person Completing the Assessment	Steph Rawson

1. What is the main purpose of the function/policy?
To confirm the arrangements for assigning pay bands for new posts as they are established and for existing posts as they change over time.

2. Who is intended to benefit from the function/policy?
SHA staff.

3. List the procedures that will support delivery of the function/policy:
Job matching, job evaluation and consistency checking.

4. Is responsibility for the function shared with another authority, organization or department? If so, what responsibility and which bodies?
Line managers and staff side representatives.

5. Do you know of **any evidence** or **concerns** from communities, service users or staff that any of the following groups have been or could be differentially impacted in any way, by the aims, objectives or implementation of this function/policy?

Please also state if the differential impact is positive or negative.
Not applicable as the process is based on posts and not postholders.

Group	Yes	No	Positive	Negative
Age				
Disability				
Gender				
Race/Ethnicity				
Religion or belief				
Sexual Orientation				

6. If there is evidence it and what it is suggesting in terms of potential differential impact. Could the differential impact be justifiable or proportionate in meeting a legitamate aim? E.g. on grounds of promoting equality of opportunity for one group? Would this differential impact be legal? (E.g. Positive Action; Genuine Occupational requirement) What practical steps might be taken to reduce any potential adverse impact? Not applicable.
7. If there is little or no evidence, state what you intend to do to change this situation. Introduce an application form for staff to request a banding review within this policy to be able to monitor line manager's decisions.
8. Provide details of any engagement that has already taken place which is relevant to the function or policy. Recruitment & Selection training.
9. If engagement has not yet been undertaken describe how you intend to test out your findings and proposed actions with the relevant groups. Not applicable.
10. What monitoring processes have been or will be established to measure the actual impact of the function or policy and to support the review process. Annual review of data collated from the new banding review application form.

Next Steps Outline the actions that have been identified through out this assessment process to either use this function or policy to promote equality or to eliminate or at least minimise the potential for adverse impact. (An Action Plan template is available at Appendix C of the SHA EqIA Guide)

Completed by (Name): _____Steph Rawson_____

Contact Details: _____

Date: _____04/02/10_____

Appendix C

Equality Impact Assessment Action Plan

Use the template below to collate all the actions identified when undertaking the full EqIA;

Department/Section: Human Resources **Lead Officer: Steph Rawson**

Date of Completion: 4/2/2010

Issues identified	Action Required	How impact will be measured	Lead & Timescales
Lack of monitoring data	Introduce application form to request a review of pay banding	Annual review of data	Steph Rawson February 2011

Please forward the completed EqIA and the supporting Action Plan to the SHA Equality & Diversity Lead for publishing on the SHA website.