Appendix B

Full Equality Impact Assessment

Name of Function/Policy	Policy on recruitment and retention premia
Directorate	Human Resources
Name/Contact Details of Person Completing the Assessment	Steph Rawson

1. What is the main purpose of the function/policy?

   To determine recruitment and retention premia (RRP) for posts within the SHA in a fair and equitable manner.

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

   SHA staff.

3. List the procedures that will support delivery of the function/policy:

   Section 5 and Annexes J & R of the NHS Terms and Conditions of Service Handbook (Jan 2010)

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

   No

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?

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

   Please also state if the differential impact is positive or negative.

6. If there is, evidence it and what it is suggesting in terms of potential differential impact.

   Within the last year there have been 8 employees receiving RRPs.
   In terms of the gender ratio, 6 of these are male (75%) and 2 (25%) are female.

	This is disproportionate compared to the breakdown of the workforce which is 36.56% male and 63.44% female. This data can be viewed here Workforce data\RRPs.xls. 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? Yes as RRPs are based on the post and local labour market pressures rather than the postholder. Would this differential impact be legal? (E.g. Positive Action; Genuine Occupational requirement) Yes What practical steps might be taken to reduce any potential adverse impact? Introduce and monitor a formal application process for line managers to request RRPs. Ensure that all applications go through staff side.
7.	If there is little or no evidence, state what you intend to do to change this situation. As above – implement a formal application process to enable us to monitor data for RRP requests, including those that are declined.
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 monitoring data once the application form is implemented.

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: 0113 2952053

Date: 4/2/2010

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 an application form for all RRP requests.	Annual review of RRP requests and outcomes.	Steph Rawson March 2011
Disproportionate gender ratio for those receiving RRPs	As above plus undertake a formal review of all current posts receiving RRPs.	Through annual review	March 2011

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