

**OBJECTIVE SETTING AND REVIEW POLICY
 HaRD 016
 EQUALITY IMPACT ANALYSIS**

1. Equality Impact Analysis	
Policy / Project / Function:	Objective Setting and Review Policy
Date of Analysis:	May 2015
This Equality Impact Analysis was completed by: (Name and Department)	YHCS Workforce
What are the aims and intended effects of this policy, project or function?	To provide guidance to staff and managers in order to ensure a consistent approach to the appraisal process and application of performance related pay.
Please list any other policies that are related to or referred to as part of this analysis?	Managing Work Performance policy Disciplinary policy Agenda for Change
Who does the policy, project or function affect? Please Tick ✓	Employees <input checked="" type="checkbox"/> Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List Below) <input type="checkbox"/> Volunteers/independent consultants and agency workers

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race		✓		✓	This policy complies with legislation and good practice and is applied regardless of race
Age		✓		✓	This policy complies with legislation and good practice and is applied regardless of age
Sexual Orientation		✓		✓	This policy complies with legislation and good practice and is applied regardless of sexual orientation
Disabled People		✓		✓	This policy complies with legislation and good practice and is applied regardless of disability
Gender		✓		✓	This policy complies with legislation and good practice and is applied regardless of gender
Transgender People		✓		✓	This policy complies with legislation and good practice and is applied regardless of transgender status
Pregnancy and Maternity		✓		✓	This policy complies with legislation and good practice and is applied regardless of pregnancy or maternity
Marital Status		✓		✓	This policy complies with legislation and good practice and is applied regardless of marital status
Religion and Belief		✓		✓	This policy complies with legislation and good practice and is applied regardless of religion or belief
Reasoning	Incremental pay is based on meeting standards of performance and not only length of service. Employees on long-term sickness absence and maternity leave are not detrimentally affected by this policy, and are treated consistently with other employees.				

3. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place with Trade Union representatives and employees</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>The appraisal process will monitor employees’ alliance to CCG values and behaviours; including their contribution towards eliminating discrimination and promoting equality and diversity.</p>

4. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)	✓			Considered – neutral impact
Race (All Racial Groups)	✓			Considered – neutral impact
Disability (Mental and Physical)	✓			Considered – neutral impact
Religion or Belief	✓			Considered – neutral impact
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			Considered – neutral impact
Pregnancy and Maternity	✓			Considered – neutral impact
Transgender	✓			Considered – neutral impact
Marital Status	✓			Considered – neutral impact
Age	✓			Considered – neutral impact

5. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

6. Equality Impact Analysis Findings

Analysis Rating:	<input type="checkbox"/> Red	<input type="checkbox"/> Red/Amber	<input type="checkbox"/> Amber	<input checked="" type="checkbox"/> Green
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Brief Summary/Further comments	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
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Approved By		
Job Title:	Name:	Date: