

**PAY PROTECTION POLICY
HaRD 050**

EQUALITY IMPACT ANALYSIS

Equality Impact Analysis									
Policy / Project / Function:	Pay Protection Policy								
Date of Analysis:	30 July 2014								
This Equality Impact Analysis was completed by: (Name and Department)	YHCS Workforce Team								
What are the aims and intended effects of this policy, project or function ?	This policy provides a Pay Protection framework for the CCG.								
Please list any other policies that are related to or referred to as part of this analysis?	<ul style="list-style-type: none"> • Agenda for Change Terms and Conditions of Service handbook • Grievance Policy • Agenda for Change Terms and Conditions of Service handbook. • Change Management Policy. • Redeployment Policy • Objective Setting and Review Policy and Procedure 								
Who does the policy, project or function affect ?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Employees</td> <td style="text-align: right;">✓</td> </tr> <tr> <td>Service Users</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Employees	✓	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below)	<input type="checkbox"/>
Employees	✓								
Service Users	<input type="checkbox"/>								
Members of the Public	<input type="checkbox"/>								
Other (List Below)	<input type="checkbox"/>								
Please Tick ✓									

1. 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation. No detrimental impact on this group is identified in the policy</p> <p>It is important, however, that the application of the policies that could lead to the need to apply pay protection are applied so as not to deliberately or inadvertently cause a detrimental impact to any of the target groups.</p>
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The policy (in terms of short term protection) might adversely affect younger staff who are likely to have less service but this can be objectively justified within the Equality Act.</p> <p>Final Pension allowances may be affected by changes in salary. Depending on Pension scheme and age the affects will differ. Negative impacts of changes can be mitigated by requesting protection of pension entitlements and policy includes a section on this. The VPP referred to in the policy would provide a positive impact on older employees</p>

Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation. No detrimental impact on this group is identified in the policy</p> <p>It is important, however, that the application of the policies that could lead to the need to apply pay protection are applied so as not to deliberately or inadvertently cause a detrimental impact to any of the target groups.</p>
Disabled People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation. No detrimental impact on this group is identified in the policy</p> <p>It is important, however, that the application of the policies that could lead to the need to apply pay protection are applied so as not to deliberately or inadvertently cause a detrimental impact to any of the target groups.</p>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation. No detrimental impact on this group is identified in the policy</p> <p>It is important, however, that the application of the policies that could lead to the need to apply pay protection are applied so as not to deliberately or inadvertently cause a detrimental impact to any of the target groups.</p>

Transgender People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation. No detrimental impact on this group is identified in the policy</p> <p>It is important, however, that the application of the policies that could lead to the need to apply pay protection are applied so as not to deliberately or inadvertently cause a detrimental impact to any of the target groups.</p>
Pregnancy and Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation. No detrimental impact on this group is identified in the policy</p> <p>It is important, however, that the application of the policies that could lead to the need to apply pay protection are applied so as not to deliberately or inadvertently cause a detrimental impact to any of the target groups.</p>
Marital Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation. No detrimental impact on this group is identified in the policy</p> <p>It is important, however, that the application of the policies that could lead to the need to apply pay protection are applied so as not to deliberately or inadvertently cause a detrimental impact to any of the target groups.</p>

Religion and Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation. No detrimental impact on this group is identified in the policy</p> <p>It is important, however, that the application of the policies that could lead to the need to apply pay protection are applied so as not to deliberately or inadvertently cause a detrimental impact to any of the target groups.</p>
Reasoning	<p>The advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation. It is important, however, that the application of the policies that could lead to the need to apply pay protection are applied so as not to deliberately or inadvertently cause a detrimental impact to any of the target groups.</p>				
If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7					

2. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected as at Jan 2015

General	Total number of employees in the CCG is 28
Age	75% are aged 30-55 21.43% of staff are over 55 3.57% of staff are under 30
Race	89.29% staff employed in the CCG are White 3.57% staff are Black 3.57% staff are Asian 3.57% of staff have not stated/undefined their ethnicity
Sex	46.43% staff employed are male 53.57% staff employed are female
Gender reassignment	No information at this stage
Disability	89.29% of staff employed declared themselves as having no disability 10.71% did not declare / undefined No staff have declared a disability
Sexual Orientation	89.29% of staff described themselves as heterosexual 10.71% did not wish to respond /undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (50%) 25% declared themselves Atheist 17.87% were undefined or did not wish to declare 3.57% of staff have other beliefs/religious beliefs 3.57% of staff declared themselves Buddhist
Marriage and civil partnership	78.58% of employees are married. No employees are in a civil partnership. 3.57% of staff did not wish to declare. The remainder (17.85%) are single/divorced/legally separated or widowed
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

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"/> employee data</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 Unions locally and nationally</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 advantage of a written policy is that it will help to ensure that the pay protection provisions are applied consistently across the organisation which helps towards promoting equality and diversity</p>

1. 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)	X			Considered – no impact
Race (All Racial Groups)	X			Considered – no impact
Disability (Mental and Physical)	X			Considered – no impact
Religion or Belief	X			Considered – no impact
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	X			Considered – no impact
Pregnancy and Maternity	X			Considered – no impact
Transgender	X			Considered – no impact
Marital Status	X			Considered – no impact
Age		X	X	<p>The policy (in terms of short term protection) might adversely affect younger staff who are likely to have less service but this can be objectively justified within the Equality Act. 3.57% of staff employed in the CCG are under 30</p> <p>Final Pension allowances may be affected by changes in salary. Depending on Pension scheme and age the affects will differ. Negative impacts of changes can be mitigated by requesting protection of pension entitlements and policy includes a section on this.</p> <p>The VPP arrangements referred to in the policy would provide a positive impact</p>

2. 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:
Impacts related to age- specifically in reference to pensions	Information is provided to mitigate any negative impacts and the policy specifies it is the employee's responsibility to complete required actions. This is due to Pension Agency requirements.	employees	n/a	n/a

3. quality Impact Analysis Findings

Analysis Rating:	Red	Red/Amber	Amber	✓ Green
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Brief comments	Summary/Further	
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Approved By

Job Title:	Name:	Date: