

Salary Protection Policy Equality Impact Assessment

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Section 1: Details of the Policy/Practice

Department/Team responsible for the policy:	Organisational Development		
Name of Policy or Practice being assessed:	Salary Protection Policy		
Purpose and anticipated outcomes of the policy:	The policy sets out the Care Inspectorate's approach to salary protection for employees when their post is downgraded or if they are moved to a lower graded post as a result of organisational change, job evaluation or redeployment.		
Is this a new or existing policy?	New	X (revised)	Existing
List of participants in Equality Impact Assessment Process:	Kirstine Rankin- Senior OD Adviser Jacqui Duncan – OD Adviser Heather Moonlight- OD Assistant Linda McKenna – Equalities and Engagement Adviser		
Date assessment started:	29/10/15	Completion Date:	13/11/15

Please indicate who is likely to be affected by the policy: For example Care service providers/users, men, women, young people, people with disabilities	Care Inspectorate employees from and across all the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex and sexual orientation).
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Section 2: Collating Information

What evidence is available about the needs of relevant groups? Please consider Demographic data, including Census information, Research, Consultation and survey reports, Service user feedback and complaints, Case law, Officer/adviser knowledge & experience.

Details	Source of Evidence
A range of information was examined including the Scottish Government Equality Evidence Finder	http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid

From your research above have you identified any gaps in evidence? If so what are the gaps?

N/A

As appropriate please describe the consultation/engagement undertaken including details of the groups involved and the methods used.

We have developed the draft Salary Protection Policy through a number of consultation and engagement exercises including:

- Internal consultation with teams via Policy Review Group

Are there any other groups to be consulted?

Not at this time.

Section 3: Impacts

Has the research and consultation identified any potential for impacts on the following groups:

Protected Characteristic	Yes	No	Please explain
Age (Older people, children and young people)		X	It is not considered that the policy will have potential for impact on this protected group(s)
Disability		X	It is not considered that the policy will have potential for impact on this protected group(s)
Gender Reassignment (Where a person is living as the opposite gender to their birth)		X	It is not considered that the policy will have potential for impact on this protected group(s)

Pregnancy and Maternity		X	It is not considered that the policy will have potential for impact on this protected group(s)
Race, ethnicity, colour, nationality or national origins (including Gypsy/Travellers, refugees, asylum seekers)		X	It is not considered that the policy will have potential for impact on this protected group(s)
Religion or belief (including non-belief)		X	It is not considered that the policy will have potential for impact on this protected group(s)
Sex/Gender		X	It is not considered that the policy will have potential for impact on this protected group(s)
Sexual Orientation		X	It is not considered that the policy will have potential for impact on this protected group(s)

Is there any evidence that the policy may:

	Yes	No	No Evidence
Result in less favourable treatment for particular groups?		X	
Give rise to direct or indirect discrimination?		X	
Give rise to unlawful harassment or victimisation?		X	

If yes to any of the above, please give details:
N/A
How will the policy be modified to mitigate this?
N/A

Section 4: Meeting our General Equality Duty

The following sections must be completed:

Which aspects of the policy seek to eliminate unlawful discrimination, harassment and victimisation?

The policy has been developed to ensure that any potential unlawful discrimination has been eliminated. Implementation of the policy will be monitored and action will be taken should there be any concerns related to discrimination.

Which aspects of the policy seek to advance equality of opportunity between people which share a relevant protected characteristic and those who do not?

The policy applies to all employees, regardless of protected characteristic, in the instance when their post is downgraded or if they are moved to a lower graded post as a result of organisational change, job evaluation or redeployment. As such the policy seeks to ensure equality of opportunity in its application.

Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?

The purpose and intended outcomes of the policy do not seek to foster good relations between and across protected groups. However, the organisation has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Involvement Strategy, Equality Outcomes and Mainstreaming Report.

Section 5: Outcome of Assessment

Please detail the outcome of the assessment:

No major change	X
Adjust the policy	
Continue the policy	
Stop and remove the policy	

Please detail recommendations, including any action required to address any negative impacts identified:

N/A

Section 6: Monitoring

Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes:

The OD will team will monitor queries coming into the OD Enquiries mailbox around salary protection and will flag up any potential equalities issues to the Head of OD. An agreed course of action will follow.

The OD team will produce an 'equalities profile' for each appeal case to determine if there are any trends coming through, and whether we need to review the policy or put additional supports in place to reduce or remove any potential negative impact(s).

When and how is the policy or practice due to be reviewed?

- The Salary Protection Policy will be formally reviewed every 3 years- we will consult with the Policy Review Group (the groups consists of colleagues from across the Care Inspectorate including employees, our equalities and engagement adviser, managers and trade union representatives) and consult with our Executive Team, Resources Committee (which includes members of our Board) and Partnership Forum.
- We have a policy monitoring programme that means we review all our policies on an annual basis.
- The policy will be reviewed on an on-going basis e.g. if we receive intelligence from OD Enquiries/feedback from colleagues/particular case/ legislation/case law that would call for an earlier review of the policy.

Section 7: Sign Off

Date sent to Involvement and Equalities Team:	12/11/15
Comments from Involvement and Equalities Team	None required as Involvement and Equalities Team have been involved in the EIA process and comments have been included in the policy where appropriate.
Date signed off by Involvement and Equalities Team	12/11/15

Please insert name and title of the Senior Manager who has signed off this Equality Impact Assessment:

Name	Janice Gibson
Title	Head of Organisational Development
Date approved	08/02/2016

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