

EQUALITY IMPACT ASSESSMENT FORM

Name of Service or Policy: Payroll Services	Department Human Resources
Managers Title: Payroll & Pensions Manager	Date 4/6/10

Part 1	GENERAL
1	Provide a brief description of the main service or policy for assessment including its aims and objectives
	The Payroll Services Department provides a payroll, expenses and NHS pensions service to South Devon Healthcare NHS Foundation Trust and Torbay Care Trust
2	List the main stakeholders/beneficiaries in terms of the recipients of the service or the target group at whom the service/policy is aimed
	The employees of South Devon Healthcare NHS Foundation Trust and Torbay Care Trust
3	What data, evidence, studies, reports, audits, surveys or feedback have you researched, with particular regard to equality groups? Roughly how many/what proportion of staff or patients will be affected? (Census data available in appendix 1. Census Profiles for Devon and Cornwall)
	No research or audits done.
4	Who have you consulted with: e.g. staff, patients, service users? What consultation methods did you use e.g. satisfaction surveys, focus groups or patient observations, meetings, exit interviews or networking, and any alternative arrangements you have made or are planning for consulting with particular groups of people. When did you carry out this consultation and how were the results publicised?
	An HR Directorate services survey has been carried out within the last two years.

EQUALITY AND DIVERSITY IMPACT ASSESSMENT FORM

Part 2 Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reasons for Impact
Age			X	No discrimination against age
Disability			X	Communication items to be addressed. Documents are in English only.
Faith and Belief/Non Belief			x	Religious dress and festival days to be addressed if applicable to any new member of staff in the department.
Gender			x	All Payroll staff booked on Equality & Diversity training and will access e-learning to update mandatory training.
Race			x	Communication items to be addressed. Documents are in English only.
Sexual Orientation			x	All Payroll staff booked on Equality & Diversity training and will access e-learning to update mandatory training.
Transgender			x	All Payroll staff booked on Equality & Diversity training and will access e-learning to update mandatory training.

Outcomes

What changes will you make to remove to reduce any negative impact? Any action points should be included in Departmental action plans, with monitoring and review processes.

Improvement opportunity exists to communicate in different languages, braille and font size. Font size can be easily rectified but translating all documents would not be feasible and I would propose to translate when a request was made. The same would also apply to Braille requests. We have never been approached for this but we need to have the contact details to produce such documents if a request is made.

Signature Payroll Manager	Date 4/6/10
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