

This template summarises the key decisions/actions taken in the EHRIA, and has been separated from the full EHRIA document for publication on the SPS external website in compliance with statutory requirements.

Background	
Title of the Policy	Reimbursement of Professional Subscriptions
EHRIA Lead Person	Employee Relations & Reward Human Resources Business Partner
Date EHRIA completed	07/07/2015
Review date and frequency	07/07/2018
Is this a new or revised policy/practice?	New <input checked="" type="checkbox"/> Revised <input type="checkbox"/>

Scoping	
What are the aims of this policy/practice?	It is intended that those who currently have recognised professional memberships which benefit the staff member and Scottish Prison Service, can apply to have their membership fee reimbursed by the Scottish Prison Service.
WHO did you consult with?	Prison Governor's Association Trade Union Side Management.
WHAT did you learn?	The Policy was welcomed by all parties
HOW will this shape your policy/practice?	
What quantitative and/or qualitative evidence as well as case law relating to equality and human rights have you considered when deciding to develop new or revise current policy/practice?	We considered the current practice within the organisation. The new policy will provide a clear and transparent process for all staff who wish to apply for their fees to be reimbursed which should ensure equality of access and consistency across Scottish Prison Service. We consulted the HMRC guidelines for reimbursement of fees along with benchmarking practice against other organisations within the Scottish Administration.

Impact Will the impact and outcomes of the new/revised policy/practice:	
Contribute to eliminating discrimination, harassment and victimisation? E.g. <ul style="list-style-type: none"> • Raise awareness of our SPS vision and values for equality and diversity • Challenge appropriately any behaviours or procedures which do not value diversity and advance equality of opportunity 	POSITIVE: It will contribute to eliminating discrimination, harassment, victimisation <input checked="" type="checkbox"/>
	NO EFFECT: It will have no effect on discrimination, harassment and victimisation <input type="checkbox"/>
	NEGATIVE: It will make discrimination, harassment and victimisation worse <input type="checkbox"/>
Advance equality of opportunity between those who share a protected characteristic and those who do not? E.g. <ul style="list-style-type: none"> • Remove or minimise disadvantage • Meet the needs of equality groups that are different from the needs of others participation in public life 	POSITIVE: It will advance equality of opportunity <input checked="" type="checkbox"/>
	NO EFFECT: It will have no effect on equality of opportunity <input type="checkbox"/>
	NEGATIVE: It will reduce equality of opportunity <input type="checkbox"/>
Foster good relations between those who share a protected characteristic and those who do not? E.g. <ul style="list-style-type: none"> • Tackle prejudice • Promote understanding 	POSITIVE: It will foster good relations <input type="checkbox"/>
	NO EFFECT: It will have no effect on good relations <input checked="" type="checkbox"/>
	NEGATIVE: It will cause good relations to deteriorate <input type="checkbox"/>
Ensure Human Rights Compliance?	It will uphold human rights articles. <input checked="" type="checkbox"/>
	It will breach human rights articles. <input type="checkbox"/>

Please summarise the results of the Equality & Human Rights Impact Assessment, including the likely impact of the proposed policy/practice advancing equality and human rights.

Positive Impacts
Protected characteristics affected: Age, Race, Gender, Disability, Gender Identity, Religion or Belief, Sexual Orientation, Maternity and Pregnancy, Marriage and civil partnership, Socio-economic groups, Human Rights Compliance
This new policy will advance equality of opportunity as there is a clear written protocol for all staff to apply for the reimbursement of their fees regardless of protected characteristics.
The fees will continue to be paid for those on Maternity/Parental leave so as not to disadvantage an individual during a period of leave.

Positive Impacts

This is applicable to all staff regardless of age, gender, race, disability, gender identity, religion or belief, sexual orientation, Pregnancy and Marriage,

Negative Impacts

Protected characteristics affected:

Impact	Mitigation
None Identified	

Recommended course of action

Outcome 1: Proceed – no potential for unlawful discrimination or adverse impact or breach of human rights articles has been identified.	<input checked="" type="checkbox"/>
Outcome 2: Proceed with adjustments to remove barriers identified for discrimination, advancement of equality of opportunity and fostering good relations or breach of human rights articles.	<input type="checkbox"/>
Outcome 3: Continue despite having identified some potential for adverse impact or missed opportunity to advance equality and human rights (justification to be clearly set out).	<input type="checkbox"/>
Outcome 4: Stop and rethink as actual or potential unlawful discrimination or breach of human rights articles has been identified.	<input type="checkbox"/>

Summary of Outcome decision and Recommendations

Next steps

If you require this document in an alternative format, please contact SPSEqualityandDiversityTeam@sps.pnn.gov.uk