

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	Staff Surplus Management Policy
EHRIA Lead Person	Head of HR Central Services
Date EHRIA completed	28/02/16
Review date and frequency	28/02/16
Is this a new or revised policy/practice?	New <input type="checkbox"/> Revised <input checked="" type="checkbox"/>

Scoping	
What are the aims of this policy/practice?	<p>To have in place a clear policy enabling the recording and management of individual staff surplus situations, in addition to large scale staff surpluses.</p> <p>The policy will contain a process to manage these situations in a fair, reasonable and effective manner.</p> <p>It will aim for identified individuals to be accommodated in reasonable alternative roles within agreed timescales.</p>
WHO did you consult with?	<ul style="list-style-type: none"> • Trade Union Side • Prison Governors' Association • HR Business Partners • HR Officers
WHAT did you learn?	<p>Currently, the process in place for recording individual cases of staff surplus is outdated and is no longer effective. This can result in members of staff deemed to be surplus who would not have appropriate opportunities to apply for suitable alternative roles within reasonable timescales. HR Teams are best placed to manage individual surplus cases, utilising the Jobs Match process.</p>
HOW will this shape your policy/practice?	<p>HR Teams would be in a position to apply local knowledge in the identification, recording and</p>

Scoping	
	management of individuals deemed to be in a surplus situation. The Jobs Match process will enable clear and consistent practise in the management of individuals, aiming to accommodate them in reasonable alternative roles within reasonable timescales.
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?	<ul style="list-style-type: none"> • SPS Employment Protection Policy 2013 • Existing SPS Staff Surplus Management Policy • Human Rights Act 1998 • Equality Act 2010 • Role of the Workforce, Planning and Monitoring Group • Role of the Surplus Management Group • Role of Staff Resourcing Group

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, encourage 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 	POSITIVE: It will foster good relations <input checked="" type="checkbox"/>
	NO EFFECT: It will have no effect on good relations <input type="checkbox"/>

Impact

Will the impact and outcomes of the new/revised policy/practice:

• Promote understanding	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, Sex, Disability, Gender Identity, Religion or Belief, Sexual orientation, Maternity and Pregnancy, Marriage and civil partnership, Socio-economic groups, Human rights compliance.

Within the revised policy, there will be a process in place with clear roles and responsibilities outlined for HR Teams and individuals deemed as in a surplus situation. The 'Jobs Match' process will enable recording and management of individual cases of staff surplus, in addition to large-scale staff surplus management. This will enable all staff identified as being in a surplus situation to have the opportunity, in a timeous manner, to be considered for alternative suitable roles when vacancies occur across the organisation.

The likely impact of the revision to the Staff Surplus Management Policy is the equality of opportunity for all staff identified as being in a surplus situation to have access to apply for vacant posts within SPS prior to trawling across the organisation.

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

The likely impact of the revision to the Staff Surplus Management Policy is the equality of opportunity for all staff identified as being in a surplus situation to have access to apply for vacant posts within SPS prior to trawling across the organisation.

Next steps

Monitor the revised policy and review the EHRIA in 12 months' time, ensuring this is highlighted in the Project Tracker.

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