

EQUALITY IMPACT ASSESSMENT

POLICY NAME: Recovery of Overpayments of Salary/Wages **POLICY NO: 15** **DATE AND VERSION: 2 February 2007**

Date of assessment: 25 May 2007 **Date policy agreed by policy group: Jan 2001** **Lead person responsible for policy: Jeanette Kirby**
Person responsible for assessment: Jeanette Kirby

Date for review: 1 March 2009

IMPLEMENTATION PLAN:

Give details or attach the plan for: the main changes to shorten the procedure by payroll making the repayment arrangement with staff instead of HR, reducing the number of reminder letters sent and involving the collection agency to recoup debts from former employees when they have not responded to first two letters.

Training on the policy: **For Line Managers via Human Resources**

Communication of the policy: **Global email, ORH News, Team Brief, HR teams**

MONITORING

How will this policy /the impact of this policy be monitored? **Through payroll users group bi-monthly meetings.**

EXIT REVIEW

When is it planned to review this policy next? *Policy reviews normally take place every 3 years. If you consider that an earlier review is needed, please give the reasons.* **1 March 2009**

STAGE 1

Ensure that: discrimination is eliminated; equality of opportunity is promoted and good race relations are promoted.

	Comment	Any adverse impact or potential to discriminate on grounds of:					
		Race	Disability	Age	Religion	Gender	Sexuality
<p>1. Identify the main aims of the policy.</p> <p>Who are the beneficiaries of the policy?</p> <p>Prompts:</p> <p>1.1 What is the purpose of the policy?</p> <p>1.2 What are you trying to achieve through the policy?</p> <p>1.3 Is responsibility shared with another department? Explain.</p> <p>1.4 Have you involved partners and stakeholders in the policy development and assessment?</p>	<p>Recoup monies owed to the Trust due to overpayment of salary/wages. Prevent overpayments occurring by involving senior managers.</p> <p>Employees, prevent errors occurring in the first instance.</p> <p>Managers, HR and Finance time spent on recouping losses</p> <p>Trust staff. Anxieties when overpayments occur.</p> <p>Trust difficulties experienced in getting monies back for leavers.</p>						

2. Collect information	Comment	Potential for discrimination?					
		Race	Disability	Age	Religion	Gender	Sexuality
<p>Prompts: 2.1 Have you current reliable information about the different groups the proposed policy is likely to affect?</p> <p>Speak to stakeholders. Who have you consulted with?</p> <p>Prompts:</p>	<p>Current records do not break down different types of staff affected.</p> <p>HR policy consultation process.</p>						
<p>2.2. Is more information required? If so how are you going to gather it? If there is insufficient information – you may have to make a judgement this time and ensure more information / indicators are collected for the next review.</p>							
<p>2.3 Consider – when relevant: PALS Analysis of complaints Risk management Demographic data Recent research findings Studies of deprivation Recent surveys Equality monitoring data Qualitative information from all stakeholders including the public. Any comparisons with similar policies? Recommendations of inspection or audit reports.</p>							

	Comment	Discrimination? Unequal access?					
		Race	Disability	Age	Religion	Gender	Sexuality
3. Decide if the policy is relevant to the duty to promote good relations between racial groups; to eliminate discrimination on grounds of race, disability, age, religion, sexuality or gender; to promote equality of opportunity; to promote equality of access.	Policy applicable to all staff equally. Consideration given to waiver some of the amount, dependent on circumstances or write off in cases of extreme hardship.						
Prompts:							
3.1 Could the consequences differ according to a racial group or disability because a group or persons have a particular need or belief?							
3.2 Is there any reason to believe that people could be affected differently by the policy – according to racial group/disability/age/gender/religion/ sexuality (e.g. access to services or the ability to take advantage of proposed opportunities)?							
3.3 Could the policy discriminate unlawfully, directly or indirectly against people from some racial groups/people with a disability/on account of age, gender, religion or sexuality?							
3.4 Is there any evidence that some people may have different expectations of the policy (e.g. different racial groups/people with a disability/people with different religious beliefs or on grounds of age, gender or sexuality)?							
3.5 Is the policy likely to affect relations between certain groups (e.g. favouring one racial group)?							
3.6 Is the policy likely to damage relations between any particular group?							

IF YOU HAVE ANSWERED YES TO ANY QUESTION, PROGRESS TO STAGE 2.