

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	Pay Policy
EHRIA Lead (role)	Rachel Parker
Date EHRIA completed	08 March 2021
Review date and frequency	April 2024 (3 years)
Is this a new or revised policy/practice?	New <input type="checkbox"/> Revised <input checked="" type="checkbox"/>

Scoping
<p>What are the aims of this policy/practice?</p> <p>The SPS Pay Policy sets out how the Scottish Prison Service (SPS) pay arrangements work for the SPS Main Employees Group. The Policy sets out the range of rules and procedures that apply to the implementation of Pay Outcomes and the day-to-day management of situations that may result in changes to the basic pay of individual Employees, e.g. on promotion or on completion of probation.</p>
<p>WHO did you consult with?</p> <p>As part of the policy review process, SPS' Recognised Trade Unions, including POA(S), PCS, Prospect and PGA were consulted with.</p>
<p>WHAT did you learn?</p> <p>That the SPS Pay Policy continues to exceed the Scottish Living Wage. This was further supported by this policy review when a pay point was removed from band B, meaning the lowest salary point within SPS is £21,638 following the implementation of the 2021/22 pay award (effective 1 April 2021).</p>
<p>HOW will this shape your policy/practice?</p> <p>SPS will ensure that the pay outcome continues our commitment to paying at least the living wage to those employees in our Main Staff Group and remain compliant with the Public Sector Pay Policy to ensure pay increases are fair, affordable and ensure consistency of application.</p>

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?

- Public Sector Pay Policy 2021-22 (including Technical Guide)
- SPS Report on Gender Pay Gap, Occupational Segregation and Equal Pay Statement April 2018
- Internal Management Information on Staff Pay
- Existing Staff Policies, e.g. Recruitment & Selection Policy, Probationary Policy for consistency.

Impact

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

<p>Contribute to eliminating discrimination, harassment and victimisation? E.g.</p> <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 	<p>POSITIVE: It will contribute to eliminating discrimination, harassment, victimisation <input type="checkbox"/></p>
	<p>NO EFFECT: It will have no effect on discrimination, harassment and victimisation <input checked="" type="checkbox"/></p>
	<p>NEGATIVE: It will make discrimination, harassment and victimisation worse <input type="checkbox"/></p>
<p>Advance equality of opportunity between those who share a protected characteristic and those who do not? E.g.</p> <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 	<p>POSITIVE: It will advance equality of opportunity <input checked="" type="checkbox"/></p>
	<p>NO EFFECT: It will have no effect on equality of opportunity <input type="checkbox"/></p>
	<p>NEGATIVE: It will reduce equality of opportunity <input type="checkbox"/></p>
<p>Foster good relations between those who share a protected characteristic and those who do not? E.g.</p> <ul style="list-style-type: none"> • Tackle prejudice • Promote understanding 	<p>POSITIVE: It will foster good relations <input type="checkbox"/></p>
	<p>NO EFFECT: It will have no effect on good relations <input checked="" type="checkbox"/></p>
	<p>NEGATIVE: It will cause good relations to deteriorate <input type="checkbox"/></p>
<p>Ensure Human Rights Compliance?</p>	<p>It will uphold human rights articles. <input checked="" type="checkbox"/></p>
	<p>It will breach human rights articles. <input type="checkbox"/></p>

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:

- A single pay point within band B, will result all those employed within this band will receive the same pay, irrespective of length of service, or age and thus advancing equality of opportunity.
- Our lowest pay point (Band B) is a non-operational role, and there are a higher proportion of females (59%) employed in this band than males (41%). A single pay point within band B, will result all those employed within this band will receive the same pay, irrespective of gender and thus advancing equality of opportunity.
- Pay Bands will continue to be underpinned by an analytical, factor based job evaluation system. Such systems objectively value roles on the basis of factors such as knowledge, planning and managing others. Such an objective approach should have a positive impact on all protected groups as the system focuses on the job, as opposed to the person, and can therefore mitigate the risk that subjectivity arises.
- The language used in this reviewed policy is consistent with SPS policy language and is designed to be gender neutral and non-discriminatory throughout

Negative Impacts

Protected characteristics affected:

Impact	Mitigation

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

This EHRIA has no effect on discrimination and has had a positive effect on advancing equalities and fostering good relations.

Next steps

Continue to monitor application of policy, with a view to review in three years' time; or earlier to take into account changes or new content 'as and when required'.

If you require this document in an alternative format, please contact
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