

**Screening/Scoping Pro Forma**

<b>Section</b>	<b>Revenue and Payments Services</b>		<b>Officer responsible for the screening/scoping</b>		<b>Mike Bellamy</b>	
<b>Name of Policy to be assessed</b>	<b>Payroll procedure manual</b>		<b>Date of Assessment</b>	<b>14/10/08</b>	<b>Is this a proposed new or existing policy/procedure/practice?</b>	<b>Existing</b>
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>			<ul style="list-style-type: none"> <li>•1 Act as a training manual for new staff.</li> <li>•2 Act as a reference point for existing staff.</li> <li>•3 A comprehensive guide on the procedure of how to run our weekly payroll.</li> </ul>			
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>			<ul style="list-style-type: none"> <li>•1 This manual is given to new members of staff, who will be working primarily on the weekly payroll.</li> </ul>			
<b>3. Who is intended to benefit from this policy and in what way?</b>			<ul style="list-style-type: none"> <li>•2 Payroll staff.</li> </ul>			
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>			<ul style="list-style-type: none"> <li>•3 A detailed procedure manual.</li> <li>•4 A training document.</li> <li>•5 A reference point.</li> </ul>			
<b>5. What factors/forces could contribute/detract from the outcomes?</b>			<ul style="list-style-type: none"> <li>•1 Change of software supplier.</li> <li>•2 Changes in legislation.</li> <li>•3 Changes within the current payroll in relation to processing the payroll.</li> </ul>			
<b>6. Who are the main stakeholders in relation to the policy?</b>		<b>The payroll team.</b>		<b>7. Who implements the policy, and who is responsible for the policy?</b>		<b>Payroll Manager.</b>
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>			<b>Y</b>	<b>N</b>	<b>Please explain</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>			<ul style="list-style-type: none"> <li>•1 As this is primarily a training manual, the contents are aimed at helping all staff and therefore has no differential impact.</li> </ul>			

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	•2 As this is primarily a training manual, the contents are aimed at helping all staff and therefore has no differential impact.		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	•3 The wording of this document does not present any problems, however people with visual / learning disabilities may have problems as this is a paper based document. Appropriate arrangements would be put in place for a blind/partially sighted employee who needed to use the manual.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	•4 As this is primarily a training manual, the contents are aimed at helping all staff and therefore has no differential impact.		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	•5 As this is primarily a training manual, the contents are aimed at helping all staff and therefore has no differential impact.		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	•6 As this is primarily a training manual, the contents are aimed at helping all staff and therefore has no differential impact.		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	¥	N	

What existing evidence (either presumed or otherwise) do you have for this?		•7 As this is primarily a training manual, the contents are aimed at helping all staff and therefore has no differential impact.		
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?		¥	N	
What existing evidence (either presumed or otherwise) do you have for this?		•1 Not as a direct result relating to the wording, but due to the nature of this role there is access to data and information that could be used fraudulently.		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		¥	N	
What existing evidence (either presumed or otherwise) do you have for this?		•2 As this is primarily a training manual, the contents are aimed at helping all staff and therefore has no differential impact.		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	Please explain •3 This manual is procedure guidance notes, and therefore is aimed at helping all staff. •4 The emphasis of this manual should have no differential impact on the user.	
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each heading (questions 8-16) on a separate piece of paper.	
<b>Business improvement</b> 19. Is there any concern that there are unmet needs in relation to any of the above groups?	¥	N	Please explain •1 The only concern would be that we only offer this policy in one language, however, historically this has never been an issue before. We may need to look into the options of producing this in an alternative formats.	

			<ul style="list-style-type: none"> <li>•5 This manual would benefit from being reviewed, with the possibility that it is now rewritten, as over the years some procedures have been added.</li> </ul>
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	Y	N	Please explain
21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?	Y	N	Please explain
22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?			<ul style="list-style-type: none"> <li>•6 Payroll manager to review these notes and update accordingly.</li> <li>•7 Create a section in the manual for legislation changes.</li> <li>•8 Create a section for important dates related to payroll.</li> <li>•9 Create a section for in house events like pay rises etc.</li> </ul>

			Yes	No
		<p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b></p>		

**Signed**  
**(completing officer)**

**Date October 2008**

**Signed**  
**(Head of Section) .....**

**Date**

**Countersigned**  
**(HR Representative)**

**Date November 2008**