

## Impact Assessment Tool

This Tool has been developed to ensure that equalities, human rights, economic and social factors are being considered ahead of the implementation of any new or revised policies, plans, projects, practices or strategies. Please note for the purpose of this document these will be grouped together and simply referred to as ‘**activity**’.

General Information			
Name of activity	Review of Relocation Policy		
Lead person and job title	Michael Shrimpton, Head of HR		
Contact Information ( <i>telephone and/or email</i> )	Michael.shrimpton@nhs.scot	Date of this assessment	August 2024
Names and roles of those involved in the impact assessment process	Michael Shrimpton, Head of HR; Mairi Johnstone, Investigations & Policy Manager		
Describe the activity in no more than 200 words	Review of current NHS Dumfries and Galloway Relocation policy which was last implemented in October 2011 to ensure policy is fit for purpose given issues with recruiting to significant posts over the last 5 years. Streamlining of the process including removal of specific limits to certain areas which were perceived as being restrictive in nature and which also had the potential to negatively impact those moving from further afield where certain associated costs would be higher.		
How will <b>people</b> be affected by this activity?	<p>Prospective applicants will see a change to the process in that it has been streamlined and costs are now taken from one single budget limit rather than separate aspects of the process.</p> <p>Adjustment to the limit able to be claimed has been made to only reflect that which is supported by HMRC, namely £8000, rather than the previous limit of £10560.</p>		
Who has been <b>involved</b> in the development of this activity and in what capacity?	Working group set up including Alice Walker, Medical Staffing Manager; Vicky Keir, Employee Director; Michael Shrimpton, Head of HR; Christine Walters, HR Manager; Victoria McDade, Workforce Sustainability Manager; Sandra Thompson, Financial Governance Manager; Aaron Jardine, Service Manager Thereafter consultation with members of Health & Social Care Leadership Group, Area Partnership Forum and Board Management Team.		
Please include any evidence or relevant information that has influenced the overall decision being considered within this impact assessment	On reviewing applications it was identified that the sub-category limits within the overall relocation limit was proving to be restrictive as there were a number of applications whose claims were not reaching the overall limit but which were surpassing the individual limits.		
Impact Assessment Questions			
<p>Please complete the table below and outline within the comments sections:</p> <ol style="list-style-type: none"> <li>1. any evidence, relevant information or involvement that has influenced the decision on impact (this may also include demographic profiles, audits, research, health needs assessment, work based on national guidance, findings from engagement and consultation). Prompts are available on <b>page 4</b> to support discussion around potential impacts.</li> <li>2. Mitigating measures that will be taken to ensure that no impact is negative</li> </ol>			

When assessing the impact on each protected characteristic, you should consider the following aims of the Public Sector Equality Duty:

- Does the proposed activity impact on the **elimination of discrimination**?
- Does the proposed activity contribute towards **advancing equality of opportunity** by removing or minimising disadvantages, meeting the needs of particular groups and encouraging participation in a particular activity?
- Does the proposed activity **foster good relations** between different groups?

<b>Protected Characteristics/Impact Areas</b>	<b>What will the positive impacts be?</b>	<b>What will the negative impacts be?</b>	<b>What measures will be put into place to mitigate any negative impacts?</b>
<b>All Areas</b>	This policy requires the post rather than the postholder to be examined for eligibility in the first instance therefore this will ensure no discrimination towards any protected characteristic when determining what posts are eligible for receiving financial support.	None	n/a
<b>Age</b>	None	The requirement for the postholder to remain within NHS Dumfries and Galloway for a minimum of 2 years following approval for expenses may have a slight impact on older applicants towards the end of their careers.	Discretion is available for managers to adjust requirements in exceptional circumstances with approval from Workforce director and Finance Director.
<b>Disability</b>	None	None	n/a
<b>Sex</b>	None	None	n/a
<b>Gender reassignment and Transgender</b>	None	None	n/a
<b>Marriage and Civil Partnership</b>	None	None	n/a
<b>Pregnancy and Maternity</b>	None	In circumstances whereby following pregnancy/maternity leave an employee does not return to work in order to complete the 2 year period this could have a negative impact if reimbursement was required.	Discretion is available for managers to adjust requirements for reimbursement in exceptional circumstances with approval from Workforce director and Finance Director.

<b>Race</b>	Providing more streamlined and beneficial financial assistance for hard to fill posts may have a positive impact as it is recognised that these posts historically can and have been filled from outside the UK. The ability to utilise the budget towards any aspect of the recognised relocation expenses rather than sub-limits to certain aspects is also positive as moving from outwith the UK can be more expensive in some aspects than others.	None	n/a
<b>Religion or belief</b>	None	None	N/a
<b>Sexual orientation</b>	None	None	n/a
<b>Carers</b>	None	None	n/a
<b>Human Rights</b>	None	None	n/a
<b>Health &amp; Wellbeing &amp; Health Inequalities</b>	By enabling the possibility to provide financial assistance to new applicants at the time of advert this may provide a positive impact on those who, previously may not be able to consider relocating. It will also be a positive impact for those who may be moving from less affluent areas into this area.	Reduction of the previous total limit from £10560 to the HMRC limit of £8000 could be identified as a negative impact.	The removal of the individual sub-limits for different aspects of relocation expenses will mitigate the lowering of the overall limit as previously many applicants were not able to claim the full £10560 as the total was split into specific amounts for certain aspects of the relocation process which weren't always necessarily spent but were not able to be transferred to other areas.
<b>Economic &amp; Social</b>	None	None	N/a

<b>Sustainability</b>			
<b>Staff</b>	None	None	N/A

Where any potentially negative impacts are identified on page 2 of this document, **the mitigating/follow up actions must be fully documented.**

Does the activity have the possibility to support or detract from our efforts to promote the inclusion of people from under-represented groups?	By having this policy in place this will support our efforts to have a multi-cultural workforce by providing assistance to those from out with the area moving to this area which in turn may increase our workforce dynamic of under-represented groups.	
Does this activity require consideration of the <a href="#">Fairer Scotland Duty</a> ? If yes, please outline the steps taken to meet the needs of the duty.	No	
Please indicate how are you ensuring the information about the activity and around the proposed changes is accessible in terms of communication in the following formats:	Easy Read	
	British Sign Language	X
	Alternative Languages	X
	Large Print	
	Other (please specify)	
How will you monitor the ongoing impact of the activity on protected characteristic groups?	Equality data will be monitored with regards to those claiming expenses to determine if policy is being utilised and if further communications are required to ensure it is.	
Please outline next steps	Once approved, this application of this policy will continue to be monitored.	

When complete, the lead person should send a copy of the Impact Assessment Tool to the Equality and Diversity Lead by emailing it to – [dg.odl@nhs.scot](mailto:dg.odl@nhs.scot). The impact assessment will then be published on the NHS Dumfries and Galloway public website at [www.nhsdg.co.uk](http://www.nhsdg.co.uk)

Please take 5 minutes to share your experience of completing this Impact Assessment by completing [this short survey](#)

**Please note** that this is a legal document stating that you have fully considered the impact on the protected characteristics and is open to scrutiny by service users/external partners/Equality and Human Rights Commission.