

Equality Impact Assessment Recording Form

This is a new and important process that will require different perspectives to be considered and, in some (hopefully few) cases, difficult decisions may need to be made about policy and service delivery.

Whilst it is necessary to identify a lead officer, it is advised that they do not undertake the impact assessment on their own, but set up a group comprising a diverse range of staff responsible for delivery the service, there may also be an opportunity to include a customer, stakeholder, partner or critical friend to get a more rounded understanding of the full implications of the policy, practice, service or function.

For more information on carrying out the assessment please refer to the guidance notes or contact the Equalities Officer or your Directorate Equality and Diversity Coordinator.

STEP1 Equality Impact Assessment Team

Name of Policy, practice, service or function: Pay Policies

Assessment Team Leader Name: Jane Brinklow

Directorate Responsible: Change Management Service Area: Human Resources

Other members of the assessment team:

Name	Position	Area of Expertise
Claire Groves	HR Advisor	
Sally Price	HR Advisor	
Sarah Cromie	Equality and Diversity Officer	

STEP2 Identifying the aims/objectives of the policy, practice, service or function

	Questions
1	<p>What are the main aims and objectives or purpose of the policy, practice, service or function?</p> <p>Scope of the assessment includes-</p> <ul style="list-style-type: none"> • Pay Policy • Overtime • Payment for leavers • Market Supplements • Honoraria • Pay Scales • Equal Pay Audit – to be completed • Job Evaluation • Pay protection • Out of Hours Working – stand by pay for being available etc. • Essential user allowance • Relocation • Allowances – Interpreters, Emergency Response, First Aiders • Bonus's • Sickness Pay <p>What outcomes do you want to achieve? To provide fair and equal pay for work of equal value</p>
2	<p>Are there any associated services, policies or procedures? Yes</p> <p>Contractual Terms and Conditions Payroll</p>

3	<p>Who is affected by this policy, practice, service or function, or by the way it is carried out? i.e. Who are the internal and external customers, groups, communities or any other stakeholders?</p> <p>All Staff</p>
4	<p>Who implements, carries out or delivers the policy, practice, service or function? Please state where more than one person, team, department or body? – and include any outside organisations who deliver under procurement arrangements etc.</p> <p>Managers, Payroll and HR</p>
5	<p>Is the policy, practice, service or function affected by external drivers for change? e.g. new legislation, national policy, external inspection etc.</p> <p>Employment legislation, National Agreements.</p>
6	<p>What existing or previous inspections of the policy, practice, service or function are there? E.g. Best Value Inspections, policy reviews, research into the effects of a policy or practice.</p> <p>Best Value review commenced by Ian Hunter (not yet completed)</p> <p>What did they tell you?</p>
7	<p>How is information about the policy, practice, service or function publicised?</p> <p>Intranet for all staff to access Jobs Section of the website for prospective applicants to view Contracts</p>

STEP 3 Equality Impact Assessment

Although this form is set out under the six strands of equality we are focusing on (race, disability, gender, age, religion and belief and sexuality), consider any impacts/barriers that might cross over between race/disability, gender/religion and belief, sexuality/age etc. or all three. Use the boxes on the next couple of pages to indicate where the policy, practice, service or function could have a **positive** or **negative** impact for different groups and your reasons.

Race

8	Identify an adverse impacts/barriers of the policy or procedure on people who may be disadvantaged because of their race	
	Our monitoring information shows that more people from BME backgrounds are on lower pay than non BME backgrounds. This is however attributed to issues around access to employment as a posed to the application of the pay policy.	
9	Broad categories used in 2001 census	Identify any adverse impact/barriers of the policy, practice, service or function on people who may be disadvantaged because of their race
	• Asian or Asian British	N/a
	• Black or Black British	N/a
	• Chinese	N/a
	• Dual Heritage	N/a
	• White	N/a
	• Any other people	N/a
	Gypsies and Travellers	N/a
	Asylum Seekers and Refugees	N/a
10	Where do you think improvements could be made for people of different racial groups? Work through the BME access to employment project	

Gender

It is worthwhile remembering that women and men have different priorities in relation to what services they want and different needs for how these are provided. Men-only or women-only delivery for some services could be an option.

11	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their gender.		
	<table border="1"> <tr> <td data-bbox="309 440 544 480">Women</td> <td data-bbox="544 440 2060 480">See below</td> </tr> </table>	Women	See below
Women	See below		
	<table border="1"> <tr> <td data-bbox="309 480 544 520">Men</td> <td data-bbox="544 480 2060 520">See below</td> </tr> </table>	Men	See below
Men	See below		
	<table border="1"> <tr> <td data-bbox="309 520 544 555">Transgender</td> <td data-bbox="544 520 2060 555">N/a</td> </tr> </table>	Transgender	N/a
Transgender	N/a		
12	<p>Where do you think improvements could be made for people experiencing disadvantage because of their gender?</p> <p>As regards to the pay policy and the procedures there do not appear to be any obvious barriers.</p> <p>However, the monitoring information from Job Evaluation shows differences in the percentages of men and women moving up and down as a result of JE. A slightly higher percentage of all women have gone up than men. A more notable percentage of all men have gone down than women (a 6% difference). This will need to be reviewed after the appeals process.</p> <p>Application of other payments</p> <p>The main issue as regards to pay discrepancies between men and women is the application of other types of pay for example Essential Car User Allowance, proportion of people on salary protection, where on the scale people start when they are initially employed.</p> <ul style="list-style-type: none"> • Essential Car User Allowance is distributed in an ad hoc way. It is not always required as part of a particular role but can be seen as an incentive for application. It also comes with seniority of post and there are currently more men in senior posts. • Protection Policy – the current provision is for 3 years of protection however if through JE there is a significant drop in salary then there would be a 4 year protection. However there are still instances of the inconsistent application of the policy. <p>There is still the ability for people to negotiate more favourable payment or terms, therefore need to ensure that when a condition has deviated from normal procedure that the decision has been documented.</p> <p>There are also issues with the payment of bonus's not being applied in a consistent way. This is being picked up in the review of Public Services.</p>		

	<p>ACTIONS Equal Pay Audit to be carried out in March - September</p>
--	---

Disability

13	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their disability.
	People with physical or mobility impairments
	People with sensory impairments (hearing, visual and speech)
	People who use mental health services
	People with learning disabilities
	People who have a non-visible condition such as epilepsy or diabetes
14	<p>Where do you think improvements could be made for people experiencing disadvantage because of their disability?</p> <p>There are issues again on access to employment.</p> <p>There have been actions in the PTPS to address this although they have not been implemented. There is also some overlap in the actions within the PTPS this will be addressed in the review of the Strategy in 07/08.</p> <p>There may be implications for the payment of sickness pay. If a person is on leave for disability reasons and they hit the 6 months trigger then they will drop to half pay. This needs to be addressed through the draft Disability Leave Policy.</p>

Age

15	<p>Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their age.</p> <table border="1" data-bbox="309 352 2056 699"> <tr><td data-bbox="309 352 539 389">0-9</td><td data-bbox="539 352 2056 389"></td></tr> <tr><td data-bbox="309 389 539 426">10-15</td><td data-bbox="539 389 2056 426"></td></tr> <tr><td data-bbox="309 426 539 462">16-19</td><td data-bbox="539 426 2056 462"></td></tr> <tr><td data-bbox="309 462 539 499">20-29</td><td data-bbox="539 462 2056 499"></td></tr> <tr><td data-bbox="309 499 539 536">30-44</td><td data-bbox="539 499 2056 536"></td></tr> <tr><td data-bbox="309 536 539 572">45-59</td><td data-bbox="539 536 2056 572"></td></tr> <tr><td data-bbox="309 572 539 609">60-64</td><td data-bbox="539 572 2056 609"></td></tr> <tr><td data-bbox="309 609 539 646">65-74</td><td data-bbox="539 609 2056 646"></td></tr> <tr><td data-bbox="309 646 539 699">75-over</td><td data-bbox="539 646 2056 699"></td></tr> </table>	0-9		10-15		16-19		20-29		30-44		45-59		60-64		65-74		75-over	
0-9																			
10-15																			
16-19																			
20-29																			
30-44																			
45-59																			
60-64																			
65-74																			
75-over																			
16	<p>Where do you think improvements could be made for people experiencing disadvantage because of their age?</p> <p>The JE ups and downs show a higher proportion of middle aged groups going down than the rest of the work force. This may be attributed to these being more historic posts and therefore possibly won't have been evaluated recently. The posts occupied by younger people will have been evaluated more recently through the recruitment process.</p> <p>Scale I is the only long pay scale through historical development of the pay scales. This has not been addressed as it is not seen as a risk to unequal pay on age or gender.</p> <p>One method of deciding if an individual should be on a higher scale point within the grade when they are appointed is by looking at their relevant experience. This may differentially impact on younger people. This needs to be addressed through the work on the response to age legislation.</p> <p>Appointment at different grade points within the grade - Advice is to appoint on the point nearest their current salary – include in pay policy where people aren't being appointed at the bottom of the scale that a reason is given in writing for consideration. This needs to be Included on appointment form.</p>																		

Religion and Belief

17	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their religion or belief.	
	Christian	
	Buddhist	
	Hindu	
	Jewish	
	Muslim	
	Sikh	
	Other	
	No religion or belief	
18	Where do you think improvements could be made for people experiencing disadvantage because of their religion or religion? N/a	

Sexuality

19	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their sexuality.	
	Lesbian, gay or bisexual people	N/a
20	Where do you think improvements could be made for people experiencing disadvantage because of their sexuality?	

Other Categories

21	Students
22	Rural/Urban
24	Any other

Customer Access

25	<p>How do customers currently access the service i.e. what are the access channels e.g. web, telephone, letter etc.</p> <p>Through the intranet and contacting HR directly</p> <p>What improvements can be made? Increased usage of the intranet and greater awareness of our HR policies.</p>
	<p>Are there any physical barriers to accessing the service</p> <p>Location of the HR offices is not 100% accessible</p> <p>How are they overcome? HR carryout visits</p>
	<p>What customer involvement in setting the customer service standards i.e. opening hours, response times, availability etc.</p> <p>Development of SLA work with the ALMO</p>

STEP 4 Collecting the information and data about how the policy, practice, service or function impact on communities

Please record your information and data below with reference to:

- Deciding what information or data you will need or desire
- Using both quantitative and qualitative data
- Ensuring that where possible there is information that allows all perspectives to be considered
- Identified any gaps in the information/data and what it can tell you

Data or information	When and how collected	Source	What it tells you – please consider all 6 equality strands where possible	Gaps in information
Customer feedback and complaints	No formal grievances on pay or pay related issues. Appeals through JE	In house information		Look at through the Equal Pay Audit
Consultation and community involvement	N/a			
Performance information including Best Value	Corporate Health BVPIs	TEN	Show discrepancy in salary between men and women and between BME and non BME	
Take up and usage data	Currently no formal method of recording the take up of discretionary payments	None		This will be picked up through the Equal Pay Audit work.
Comparative information or data where no local information	N/a			

Data or information	When and how collected	Source	What it tells you – please consider all 6 equality strands where possible	Gaps in information
Census, national or regional statistics	Compare BVPIs with local information	Census	See above	
Access audits or assessments e.g. DDA assessments	N/a			
Workforce profile	See above BVPI comments	TEN		
Where service delivered under procurement arrangements – workforce profile for deliverers	N/a			
Monitoring and scrutiny outcomes	Job evaluation figures			Look at discretionary payments through JE process. Ensure EP is subject to periodic review.

STEP 5 Monitoring

For this step it is important to refer to any monitoring information which is already held. As stated in the guidance notes arrangements need to be set up for effective monitoring if this is not already taking place.

	<p>How do we know whether our service is accessible to all groups?</p> <p>Monitoring carried out through JE. EPA to gather monitoring information on discretionary payments.</p>
	<p>If there is a lack of information, what research will be carried out, and for which groups?</p>
	<p>If this is a new policy, or one not currently monitored, what are the arrangements to begin monitoring the actual impacts of the policy?</p>

STEP 6 Consultation

	<p>What have service users/non-users or other stakeholders (including employees) already told you about the policy and negative impacts? Who has been consulted and what methods were used?</p> <p>The main consultee are the Unions.</p>
	<p>If you need to carry out further consultation, who will you be consulting with and by what methods?</p> <p>Updates to policies will be consulted on with the Unions</p>

STEP 7 Equality Action Plan

Problem/barrier identified	Actions to overcome problem/barrier	Resources required	Responsibility	Target date
Up to date Pay Policy Statement	<ol style="list-style-type: none"> 1. Update Pay Policy Statement in light of legislative changes 2. Equal Pay statement to be included (including timescales for reviewing equal pay position) 3. Pull together all pay aspects under the pay policy 	Officer Time	Jane Brinklow	August 07
No current Equal Pay Audit	Carry out the Equal Pay Audit (EPA) with trade unions post JE appeals process.	Significant Officer Time	Jane Brinklow	Mar – Sept 07
Impact of sickness absence pay policy on people with disabilities	Development of Disability Leave Policy	Officer Time	Jo Brown	April 07
Potential for inconsistent application of discretionary payments including; essential car users, point within scale that an appointment has been made etc.	<ol style="list-style-type: none"> 1. Include a written explanation when a payment has deviated from the normal policy or procedural guidance 2. Include on appointment form 3. Look at the application of discretionary payments through JE process as part of EPA 4. Ensure EPA is subject to periodic review 	Officer Time	<p>Jo Brown</p> <p>Jane Brinklow</p>	<p>July 07 and ongoing</p> <p>April – Sept 07 & ongoing</p>