

## Stage 1 Equality Impact Assessment – Initial Screening

<b>Assessor(s) Name(s):</b>	Reviewed by Anthony Thorn, Strategic Manager for Human Resources in 2017 Reviewed by Claire Shand, Head of Resources in 2018 Original assessment completed by Claire Shand, Head of HR and Rosie Barnard, Lead Officer Diversity and Wellbeing
<b>Directorate:</b>	Resources
<b>Date of Completion:</b>	February 2012, reviewed March 2017, reviewed 2018

### Name of Policy/Strategy/Service/Function Proposal

#### Pay Policy

### The Aims, Objectives and Expected Outcomes:

#### To provide

The purpose of this policy is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of our workforce and enables Elected Members to manage pay issues relating to Chief Officers in accordance with equalities and employment legislation.

Please delete as appropriate:

- This is a proposal for a changed policy.

2018:

All substantive changes to terms and conditions have been subject to formal council policy and procedural processes having been undertaken, including consultation with the council's recognised trade unions as required.

The policy continues to be a reflection of the council's agreed arrangements in respect of pay and reward and therefore it is considered to have no changes in impact as a result.

## Key Questions to Consider in Assessing Potential Impact

Will the policy, strategy, service or council function proposal have a negative impact on any of the protected characteristics or other reasons that are relevant issues for the local community and/or staff?	No
Has previous consultation identified this issue as important or highlighted negative impact and/or we have created a “legitimate expectation” for consultation to take place? A legitimate expectation may be created when we have consulted on similar issues in the past or if we have ever given an indication that we would consult in such situations	No <i>No formal consultation is required for this policy as this is a document that contains all the necessary information on the council's terms and conditions of employment and addresses the statutory requirements of the Localism Act</i>
Do different groups of people within the local community have different needs or experiences in the area this issue relates to?	No
Could the aims of these proposals be in conflict with the council's general duty to pay due regard to the need to eliminate discrimination, advance equality of opportunity and to foster good relations between people who share a protected characteristic and people who do not?	No
Will the proposal have a significant effect on how services or a council function/s is/are delivered?	No
Will the proposal have a significant effect on how other organisations operate?	No
Does the proposal involve a significant commitment of resources?	No
Does the proposal relate to an area where there are known inequalities?	No
<p>If you answer <b>Yes</b> to any of these questions, it will be necessary for you to proceed to a full Equality Impact Assessment after you have completed the rest of this initial screening form.</p> <p>If you answer <b>No</b> to all of these questions, please provide appropriate evidence using the table below and complete the evidence considerations box and obtain sign off from your Head of Service.</p>	

Protected Characteristics	Positive	Negative	No impact	Reasons
Age			✓	The policy provides an open and transparent framework to ensure that officers are paid in a fair and equitable basis in accordance with equality and employment legislation
Disability			✓	As above
Gender Reassignment			✓	As above
Marriage & Civil Partnership			✓	As above
Pregnancy & Maternity			✓	As above
Race			✓	As above
Religion / Belief			✓	As above
Sex (male / female)			✓	As above
Sexual Orientation			✓	As above

Are there aspects of the proposal that contribute to or improve the opportunity for equality?	Yes
<i>If answered Yes, describe what these are and how they may be promoted or enhanced</i>	
The policy provides transparency in public spending and pay decisions which in turn affords greater confidence of equity in the approach to pay.	
Evidence Considered During Screening	
Original EIA completed in February 2012 included consultation with chief officers and with unions. South East employers Senior Officer Salary Benchmarking Hutton Enquiry Interim Report December 2010 Hutton Enquiry Final Report March 2011 Localism Act 2011 Directors Team Report	

Head of Service Sign off:	<i>Claire Shand</i>
Advice sought from Legal Services (Name)	Judy Mason
Date	12 February 2018

A signed version is to be kept by your team and also an electronic version should be published on the council's website (follow the link from the EIA page on the intranet)

**Action/Improvement Plan**

The table below should be completed using the information from your equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Remove or lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Area of impact	Is there evidence of negative positive or no impact?	Could this lead to adverse impact and if so why?	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or any other reason?	Please detail what measures or changes you will put in place to remedy any identified impact  (NB: please make sure that you include actions to improve all areas of impact whether negative, neutral or positive)
Age				
Disability				
Gender Reassignment				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion / Belief				

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Sex (male or female)				
Sexual Orientation				
HR & workforce issues				
Human Rights implications if relevant				

Please remember - actions should have SMART targets and be reported to the Diversity Board (this should be done via your Directorate representative) and incorporated into your service/team Plans and /or objectives of key staff

Summary	
Date of Assessment:	
Signed off by Head of Service/Director	
Review date	
Date published	

<b><i>Publishing checklist</i></b>	<b>Yes</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• <i>Plain English – will your EIA make sense to the public?</i></li> <li>• <i>Acronyms – check you have explained any specialist names or terminology</i></li> <li>• <i>Evidence – will your evidence stand up to scrutiny; can you justify your conclusions?</i></li> <li>• <i>Stakeholders and verification – have you included a range of views and perspectives to back up you analysis?</i></li> <li>• <i>Gaps and information – have you identified any gaps in services or information that need to be addressed in the action plan?</i></li> <li>• <i>Success stories – have you included any positive impacts that have resulted in change for the better?</i></li> <li>• <i>Action plan – is action plan SMART? Have you informed the relevant people to ensure the action plan is carried out?</i></li> <li>• <i>Review have you included a review date and a named person to carry it out?</i></li> <li>• <i>Challenge – has your equality impact assessment been taken to Diversity Board/Call Over for challenge?</i></li> <li>• <i>Signing off – has your Head of Service/Director signed off your EIA?</i></li> <li>• <i>Basics – have you signed and dated your EIA and named it for publishing?</i></li> <li>• <i>A signed version to be kept by your team for review and electronic version to be uploaded on to the council’s website</i></li> </ul>		