

Equality Impact Assessment Form

Revised September 2010



(Equality target groups are those which cover the 9 protected characteristics under the Equality act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex (as in male or female) and sexual orientation)

When completing the equality impact assessment, please remove wording not applicable to what you are assessing e.g. service, policy, procedure, practice or project

Part 1 Aims & implementation of the service, policy, procedure, practice or project

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. (Please refer to the guidance for additional information)

1.1 What is being assessed

Pay Policy

1.2 Officer(s) and section or service responsible for completing the assessment

Claire Shand – Head of Human Resources

Rosie Barnard – Lead Officer Diversity & Wellbeing

1.3 What is the main purpose or aims of the policy?

To provide an open and transparent framework that enables Elected Members to manage pay issues relating to Chief Officers as well as ensuring that employees are paid on a fair and equitable basis in accordance with equalities and employment legislation.

1.4 Who is affected by the policy? Who is it intended to benefit and how?

Those affected by the policy are those in chief officer posts:-

- Chief Executive
- Directors
- Deputy Directors
- Heads of Service
- Chief Fire Officer
- Deputy Chief Fire Officer

The council and chief officers will benefit as the policy will afford the following:

- The ability to attract, motivate and retain appropriately talented people needed to maintain and improve the councils performance and future challenges
- Remuneration reflects current national and local labour markets for comparable jobs, skills and competencies required to meet agreed delivery and performance outcomes
- Allows for a proportion of remuneration to be at risk, depending on the delivery against agreed outcomes and results
- Delivers the required levels of competence within an overall workforce strategy within approved budget parameters
- Operates within the provisions of chief officers pay and conditions as set out in the JNC

for Chief Executives and Chief officers of Local Authorities and Joint Negotiating Committee for Brigade Managers of Local Authority Fire & Rescue Services

1.5 Has the policy been promoted or explained to those it might affect directly or indirectly?

The policy was discussed by Directors prior to submission to Employment Committee for their consideration. Following Employment Committee suggested amendments to include reference to additional information by way of main responsibilities, qualification, skills and attribute requirements of chief officers were made. Formal consultation with individuals affected by the policy was undertaken and recognised trade unions invited to comment. Since then, the Localism Act 2010 set out specific requirements for a pay policy and so further amendments have been made to include details of the wider approach to remuneration of the whole workforce but there are no alterations or changes to any terms and conditions in the process that would require further consultation.

1.6 How does the policy contribute to better community cohesion?

It provides transparency in public spending and pay decisions which in turn afford greater confidence of equity in the approach to pay.

1.7 How does the policy fit in with the council's wider aims?

Enhance the Council's reputation, Improve performance and value for money & Prioritise and rationalise resources

1.8 What is the relevance of the aims of the policy to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

To provide members with an open and transparent framework to manage Chief Officers pay in line with the council's constitutional arrangements for appointment and performance management.

The policy and procedures act as a framework which is based around statutory requirements in a fair and equitable manner in accordance with equality and employment legislation.

1.9 How is, or how will the policy be put into practice and who is responsible for it?

Approval of the policy rests with Full Council following recommendation by the Employment Committee who will also monitor its implementation and operation. The Head of Human Resources together with relevant recruiting officer will act as the advisors to appointment panels and performance management reviews.

Part 2 Consideration of data and research

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken

South East Employers Senior Officer Salary Benchmarking
Hutton Enquiry Interim Report December 2010
Hutton Enquiry Final Report March 2011
Localism Bill 2010
Directors Team Report

2.2 Equalities profile of users and beneficiaries

Employees of the Isle of Wight Council (excluding schools whose employees are not covered by the Act and firefighters who operate under separate national terms and conditions for pay bargaining purposes)

2.3 Evidence of complaints against the policy on the grounds of discrimination

No complaints have been forthcoming as a result of consultation undertaken.

2.4 What does the consultation, research and/or data indicate about the negative impact on the policy

As 2.3 above

2.5 What does the consultation, research and/or data indicate about the positive impact on the policy

As 2.3 above

Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the protected characteristics of the Equality Act 2010.

**3.1 Complete this section with the following information – relating to all of the identified groups Equality Act 2010 (protected characteristics)
(please refer to the guidance for additional information)**

Protected Characteristics	Negative	Neutral	Positive	Comments
Age			X	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			X	As above
Gender Reassignment			X	As above
Marriage & Civil Partnership			X	As above
Pregnancy & Maternity			X	As above
Race			X	As above
Religion / Belief			X	As above
Sex (male / female)			X	As above
Sexual Orientation (LGB&T)			X	As above

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: (Please refer to the guidance for additional information)

4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?

None identified which has been confirmed as a result of consultation with affected individual staff and recognised trade unions

4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future.

Ensuring that the requirements of the Pay Policy and procedures are implemented in accordance with national guidance, terms and conditions of employment and equality legislation.

4.3 If there is no evidence that the policy promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?

N/A

4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?

To be identified as part of routine performance management of the policy. The policy will be reviewed on an annual basis.

4.5 How will any policy be implemented?

Following approval the policy will be published on the transparency pages of the Council's internet site at www.iwight.com as well as being made available on the Council's internal communications intranet site, document library.

4.6 As 4.5 above please identify training requirements.

Employment Committee members will be provided with a briefing to ensure that Members are aware of the procedural requirements when undertaking senior officer recruitment and onward performance management in accordance with the pay policy requirements.

Part 5 Conclusions & recommendations

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

5.1 Does the policy comply with equalities legislation?

Yes, future changes to the Pay Policy will involve the Head of Human Resources undertaking a review of this equalities impact assessment.

5.2 What are the main areas requiring further attention?

Adoption by Full Council

5.3 Summary of recommendations for improvement

Promotion of the policy and procedure following approval

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

As part of routine performance management

5.5 When will the policy be reviewed?

The policy will be reviewed annually

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Part 6 Action / improvement plan

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

1. 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

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Age					
Disability					
Gender Reassignment					
Marriage & Civil Partnership					
Pregnancy & Maternity					
Race					
Religion / Belief					
Sex (male or female)					
Sexual Orientation					
Geographical location					

All of the above

LETTERS

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the council's website. Please access the Work tab of the council's intranet and follow the instructions to upload your completed equality impact assessment on to the website.

Date of assessment	February 2012	
Officer's name	Claire Shand	Role Head of Human Resources
Service, policy, procedure, practice or project that was impact assessed	Pay policy	
Summary of findings	No adverse impact identified by the introduction of the Pay policy following consultation with affected individual staff.	
Summary of recommendations and key points of action plan	Publication of the policy and procedure following approval	
Groups that this policy will impact upon		
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion / Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex (male/female)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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