

NORTHUMBERLAND

Northumberland County Council

Equality Impact Assessment - HR Policies

Carrying out an Equality Impact Assessment (EIA) will help the County Council to meet its Public Sector Equality Duties (Equality Act 2010).

The duties which need to be considered when making decisions are to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Failure to assess the equality impact may increase the risk of making an unfair decision which could potentially be discriminatory. It also prevents us from identifying opportunities to promote equality and therefore leaves the County Council open to potential legal challenge.

Using this EIA template will help to ensure that a decision is made in a fair way, based on evidence. It provides a clear and structured method to assess the potential impact on protected groups.

Title of policy:

Pay Policy Statement 2018/19

Briefly describe the aims of the policy change, decision or proposal

The Localism Act 2011 requires the County Council to prepare a pay policy statement. The purpose of such a statement is to articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. The Council also wishes to ensure that it operates on the principles of equal for work of equal value, and also within the various other legislative requirements, including the Equality Act 2010.

Consider the potential impact on any member of staff or member of the public with the following protected characteristics:

Age, Disability, Gender identity/Gender reassignment, Race, Religion or belief,

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| <p>Sex, Sexual orientation, Women who are pregnant or have recently had a baby.</p> <p>Also, for issues affecting staff, consider employees who are married or in a civil partnership.</p> | |
| <p>What information is already held or have you obtained through consultation or engagement activity? (For each protected characteristic: What do you know about who is employed or uses a service or potentially could be affected by the proposal? Who has been consulted? If you have gaps in your evidence or data you may need to carry out targeted engagement activity and/ or consider information from local or national research.)</p> | <p>The pay policy statement relates to how pay and reward is set and maintained within the Council. Once released, should any individual issues arise, these will be considered on a case-by-case basis and any E&D implications will be recorded by the HR Team.</p> |
| <p>After considering the information, which protected groups may potentially be affected? (Delete those not likely to be affected)</p> | <p>Disability Sex Age Women who are pregnant or have babies</p> |
| <p>Using the information you have, give details of any potential positive and negative impacts on protected groups likely to be affected by the policy change, decision or proposal</p> | <p><u>Disability</u> The Council's employee records detail those employees who consider themselves to have a disability. When determining the general principles of the pay policy statement, individual circumstances are not considered and there are no barriers for disabled employees as the policy applies across the board. Disabled staff can only be advantaged in that the decision to adopt a pay policy will ensure that there is transparency in how the Council pays and rewards its staff. These are safeguards in other HR Policies such as making reasonable adjustments to support disabled people in their employment.</p> <p><u>Sex</u> The Council's employee records detail the split between gender. Although the pay policy statement</p> |

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| | <p>does not cover gender issues, it does cross reference to other documents and policies which address gender issues. The mandatory Gender Pay Gap must be reported on by 30 March 2018 and this will provide further transparency in relation to gender and pay. It is generally the case that women are the lowest paid group and the specific reference to the Council's pay multiple (and monitoring of the multiple) should highlight any drift between the highest paid employee and the lowest.</p> <p><u>Age</u> The Council's employee records detail the age of employees. Although this pay policy statement itself does not cover age issues, it does cross reference to other documents which address age issues. There are also other policies in place to ensure that age is only taken into account when considering pay and reward where there is reasonable justification e.g. annual increments which do not exceed 5 years service.</p> <p><u>Women are pregnant or who have recently had a baby</u> The NJC terms of service, supplemented by local terms, cover the pay and reward policy in respect of pregnancy and maternity leave. The Pay Policy statement does not impact on the established arrangements which will be themselves subject to an EIA. There are other policies in place to ensure that service whilst pregnant or on maternity leave is counted when considering pay and reward.</p> |
| <p>Give details of any Human Rights implications and actions that may be needed to safeguard Human Rights</p> | <p>None</p> |
| <p>Give details of any actions that can be taken to promote equality or to lessen any potential adverse impact on protected groups</p> | <p>All cases which are raised will be considered on an individual basis. Where there is a possible negative impact on an individual with a protected characteristic, measures will be taken where possible to resolve this whilst still considering health and safety as the primary consideration.</p> |

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| What plans are there to monitor and review the actual impact of the policy change, decision or proposal on equality of opportunity? | The Pay Policy is reviewed annually and considered by the full Council. Appropriate action will be taken as necessary. |
| When will follow up review be done? | Annual Review of the Pay Policy, and this EIA. |
| Based on a consideration of all the potential impacts, mark one of the following (✓) as an overall summary of the outcome of this assessment: | |
| | The equality analysis has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken. |
| | The equality analysis has identified risks or opportunities to promote better equality; the change, decision or proposal will be adjusted to avoid risks and ensure that opportunities are taken. |
| ✓ | The equality analysis has identified risks to equality which will not be eliminated, and/or opportunities to promote better equality which will not be taken. Acceptance of these is reasonable and proportionate, given the objectives of the change, decision or proposal, and its overall financial and policy context. |
| | The equality analysis shows that the change, decision or proposal would lead to actual or potential unlawful discrimination, or would conflict with the Council's positive duties to an extent which is disproportionate to its objectives. It should not be adopted in its current form. |
| Explain how the judgement above was reached and summarise steps which will be taken to reduce any negative or to enhance any positive impacts on equality | |
| Name(s) and job title(s) of person (people involved in) carrying out this assessment | Ann Meehan HR Manager |

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| Authorising Director or Head of Service | Kelly Angus, Director of HR |
| Date authorised | |
| <i>The completed equality impact assessment must be attached to the policy that will be considered by the decision maker or decision makers to enable them to give due regard to the impact of the policy, decision or proposal on protected groups</i> | |
| Please send a copy to keith.thompson@northumberland.gov.uk and irene.fisher@northumberland.gov.uk | |