

Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Recovery of Overpayments of Salary Policy		
Directorate	Resource and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Rebecca Lloyd		
Proposal planning start	July 2020	Proposal start date (due or actual date)	December 2020

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	Revision
	Procedure	Yes	Revision
	Guidance	No	NA
	Is this a service to customers/staff/public?	No	NA
	If yes, is it contracted or commissioned?	No	NA
	Other - give details		
2	What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?		
	<p>Recovery of Overpayment of Salary Policy has been revised as part of the overall review of HR policies. There have been no fundamental changes, it has been re-formatted and redesigned to reflect the following principles;</p> <ul style="list-style-type: none"> • Alignment with Walsall Proud Programme and vision • Clear identification of accountabilities in line with the Behaviours Framework • Clear, consistent and concise policy containing easy to use procedure • Streamlined detail with more in the supporting guidance documents <p>However, as this policy was last reviewed in 2014 it was put out for consultation for views on who the policy had worked and any comments for improvement.</p>		
3	Who is the proposal likely to affect?		
	People in Walsall	Yes / No	Detail
	All		This policy applies to all council employees, including Chief Officers and casual workers, but excluding those in schools where the Governing Body has delegated authority.
	Specific group/s		
	Council employees	Yes	
	Other (identify)		
4	Please provide service data relating to this proposal on your customer's protected characteristics.		



As of 31 March 2020 the total number of Walsall Council employees (excluding Schools) were 3097. The Council's workforce is made up of 67.74% females. 22.41% of the workforce are classified as minority ethnic. In total there were 151 employees (4.88% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.

5 Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).

Consultation was undertaken with the Senior Management Group across the Council and Trade Union Representatives between 31/07/2020 and 19/08/2020.

On the whole the feedback from consultation was that the policy read well and no changes were required.

The policy was submitted to CMT on 01/10/2020, followed by Personnel Committee for approval on 14/12/2020.

Consultation Activity

Complete a copy of this table for each consultation activity you have undertaken.

Type of engagement/consultation	Consultation within Senior Management Group	Date	31/07/20
Who attended/participated?	Senior Management Group		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback			
A manager asked for more engagement with managers in the process when employees are notified. However, the response from Payroll was that the process is confidential between them and the employee, therefore they could not as a matter of course put in the policy they will inform managers when there is an overpayment. However, if the employee wishes to notify their manager they can do so.			

Type of engagement/consultation	Consultation with trade unions	Date	31/07/20
Who attended/participated?	Trade unions representatives		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback			
The trade unions raised no concerns.			

6	Concise overview of all evidence, engagement and consultation			
	Formal consultation with senior managers across the council and trade unions raised no concerns in relation to protected characteristics and the proposed changes to the procedure.			
7	How may the proposal affect each protected characteristic or group? The effect may be positive, negative, neutral or not known. Give reasons and if action is needed.			
	Characteristic	Affect	Reason	Action needed Yes / No
	Age	Neutral	The policy applies to all employees – no impact foreseen.	No
	Disability	Negative	Potential impact on employees who require reasonable adjustments for communication who do not understand the policy e.g. employees with learning disabilities.	Yes
	Gender reassignment	Neutral	The policy applies to all employees – no impact foreseen	No
	Marriage and civil partnership	Neutral	The policy applies to all employees – no impact foreseen	No
	Pregnancy and maternity	Neutral	Potential impact on employees who are pregnant or on maternity leave	No
	Race	Negative	Potential impact on employees where English is not their first language as they may not understand the policy.	Yes
	Religion or belief	Neutral	The policy applies to all employees – no impact foreseen	No
	Sex	Neutral	The policy applies to all employees – no impact foreseen	No
	Sexual orientation	Neutral	The policy applies to all	No

			employees – no impact foreseen	
8	Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.			(Delete one) No
9	Which justifiable action does the evidence, engagement and consultation feedback suggest you take?			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal		

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
Day of launch	The policy to be explained/made available to employees	Employee's line manager should make themselves available to explain the policy to ensure understanding and offer support to allow individuals to achieve the requirements	As and when required	
Day Of launch	The policy to be explained/made available in other languages on request for employees whose first language is not English.	Appropriate liaison as required with the council's Interpretation, Translation, Transcription and Easy Read service (ITTE)	As and when requested	
Day of launch	Alternative formats (audio and Easy Read) for disabled employees to be made available on request.	Liaison as required with the appropriate council procured services via the Community, Equality and Cohesion team.	As and when requested	

Update to EqIA	
Date	Detail

Contact us

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Walsall Council

Email equality@walsall.gov.uk

Inside Walsall: http://int.walsall.gov.uk/Service_information/Equality_and_diversity