

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

Proposal name	Job Evaluation and Grading Policy and Appeals Policy for NJC/HAY		
Directorate	Resource and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Tracey Edwards		
Proposal planning start	June 2019	Proposal start date (due or actual date)	August 2019

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>In response to feedback from the organisation and to bring the HR policies in line with the PROUD Programme and the Behaviour Framework, this procedure 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 behaviours • Clear, consistent and concise policy containing easy to use procedure • Streamlined detail with more in the supporting guidance documents <p>The policy and procedure remain fundamentally unchanged, with the exception of the following;</p> <ul style="list-style-type: none"> • Changes to the implementation date of the new or revised grade • The quality assurance to be completed by a Senior HR Advisor as part of the Job Evaluation process. 		



3	Who is the proposal likely to affect?		
	People in Walsall	Yes / No	Detail
	All		This policy applies to all council employees, excluding those on JNC Chief Officers, Soulbury, Youth and Community, Teachers or NHS terms and Conditions
	Specific group/s		
	Council employees	Yes	
Other (identify)			
4	Please provide service data relating to this proposal on your customer's protected characteristics.		
	<p>As of 31 March 2019 the total number of Walsall Council employees (excluding Schools) were 3141. The Council's workforce is made up of 68.51% females. 21.59% of the workforce are classified as minority ethnic. In total there were 138 employees (4.39% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.</p>		
5	Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).		
	<p>Consultation was undertaken within the HR Management team and HR Operations, and wider consultation with Assistants Directors and Heads of Service across the Council between 20/06/19 to 05/07/19.</p> <p>Feedback from consultation has been minimal as the review has seen minor changes to an existing procedure The main change is discretion is now given in regards to the implementation date of a new or regraded post The feedback received was to ensure clarity when backdating the implementation date</p> <p>Trade Unions commented on their involvement in the JE procedure and releasing the JE scores so as Union representatives can explain these to the employee JE scores are already provided to the manager or the employee (where this is an employee regrade), where requested the Senior HR Advisers are available to explain the outcome</p>		

Consultation Activity

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

Type of engagement/consultation	Consultation within Human Resources	Date	01/07/19
Who attended/participated?	HR Managers, HR Business Partners and HR Advisers		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback			
Feedback was related to minor wording changes for clarification and to aid understanding.			

Type of engagement/consultation	Consultation with wider council	Date	05/07/19
Who attended/participated?	Senior Managers (tier 3 and 4)		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback			
The policy clearly aligns to the PROUD Programme.			

Type of engagement/consultation	Consultation with trade unions – meeting (19/06/19) and via email	Date	05/07/19
Who attended/participated?	Trade unions representatives		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback			
Trade Unions commented on their involvement in the JE procedure and releasing the JE scores so as Union representatives can explain these to the employee JE scores are already provided to the manager or the employee (where this is an employee regrade), where requested the Senior HR Advisers are available to explain the outcome			

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 sets out the approach Job Evaluation and Grading of posts within the Council, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	Disability	Positive	The policy sets out the approach Job Evaluation and Grading of posts within the Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
		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 sets out the approach Job Evaluation and Grading of posts within the Council, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	Marriage and civil partnership	Neutral	The policy sets out the approach Job Evaluation and Grading of posts within the Council, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	Pregnancy and maternity	Positive	The policy sets out the approach Job Evaluation and	No

			Grading of posts within the Council, therefore it sets out clear guidelines to reduce the risk of discrimination.	
	Race	Negative	<p>The policy sets out the approach Job Evaluation and Grading of posts within the Council, therefore it sets out clear guidelines to reduce the risk of discrimination.</p> <p>However, there may be a potential impact on employees where English is not their first language as they may not understand the policy.</p>	No
	Religion or belief	Neutral	The policy sets out the approach Job Evaluation and Grading of posts within the Council, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	Sex	Neutral	The policy sets out the approach Job Evaluation and Grading of posts within the Council, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	Sexual orientation	Neutral	The policy sets out the approach Job Evaluation and Grading of posts within the Council, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
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; audio formats from Walsall Society for the Blind. Easy Read from Walsall Community, Equality and Cohesion Team.	As and when requested	

Update to EqIA	
Date	Detail

Contact us

Community, Equality and Cohesion
Resources and Transformation

Telephone 01922 655797
 **Walsall Council**

Textphone 01922 654000

Email equality@walsall.gov.uk

Inside Walsall: [http://int.walsall.gov.uk/Service information/Equality and diversity](http://int.walsall.gov.uk/Service_information/Equality_and_diversity)