

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

<b>Proposal name</b>	<b>Pay Policy Statement 2022/23</b>		
<b>Directorate</b>	Resource and Transformation		
<b>Service</b>	HR Strategy and Planning Team		
<b>Responsible Officer</b>	Rebecca Lloyd		
<b>Proposal planning start</b>	September 2021	<b>Proposal start date (due or actual date)</b>	01 April 2022

<b>1</b>	<b>What is the purpose of the proposal?</b>	<b>Yes / No</b>	<b>New / revision</b>
	Policy	<b>Yes</b>	<b>Revision</b>
	Procedure	N/A	
	Guidance	N/A	
	Is this a service to customers/staff/public?	N/A	
	If yes, is it contracted or commissioned?	N/A	
	Other - give details	N/A	
<b>2</b>	<b>What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?</b>		
	<p>The Pay Policy Statement sets out Council policy on pay and conditions for senior managers and employees, assisting the Council to attract and retain skilled employees and ensuring compliance with legislative requirements under the Localism Act 2011 and the Equality Act 2010.</p> <p>This policy is a key element of our employment practices and it is vital that it meets the needs of the employees and managers who use it. To provide a policy which is free from any form of discrimination is a key aim of Human Resources (HR).</p> <p>The policy has been updated and is in line with current legislation and good practice.</p> <p>The policy will be applicable to all employees and managers with the exclusion of those employees on teachers' pay &amp; conditions and educational support staff in schools.</p> <p>The main changes are:</p> <ul style="list-style-type: none"> <li>• 6.4 Apprentice rates – as apprentices received the 1% uplift on national minimum wage when all staff in the council received the 1% uplift in April 2021;</li> <li>• 6.5 Kickstart Scheme (new government training/employment scheme reimbursed by DWP) paid on National Minimum Wage only, no living wage allowance;</li> <li>• 6.7 NJC T&amp;Cs - reference to 1% reduction from 2017 removed, as the 1% pay award was made in April 2021</li> <li>• 7.4 non-standard T&amp;Cs - reference to 1% reduction from 2017 removed, as the 1% pay award was made in April 2021</li> </ul>		



	<ul style="list-style-type: none"> <li>• 8.1 &amp; 9.4 clarification on starting pay and incremental progression for internal appointments moving to a new job on the same or lower grade.</li> <li>• 16.6 professional fees - removal of ED approval, as it will be processed through one source going forward, as referenced in the revised reimbursement of personal expenses policy.</li> <li>• 17.0 addition of long service award – this has been in place for many years, no changes to current practice, but not previously documented in the policy</li> <li>• 19.0 pensions – Reference to pending changes in legislation which did not go ahead in April 2021 removed. Inserted reference to access to NHS Pension Scheme for Public Health roles.</li> <li>• 20.0 pay multiples – to be updated for 2021 (the data is based on 31 October each year).</li> <li>• Appendices – currently have the 2021 pay rates (which include the 1% pay award paid by Walsall Council in April 2021) but not any nationally consulted pay awards for 2021/22 which are still pending confirmation. Also the 2022/23 pay award is to be confirmed. When any nationally agreed pay awards are confirmed the appendices will be updated.</li> </ul>		
<b>3</b>	<b>Who is the proposal likely to affect?</b>		
	<b>People in Walsall</b>	<b>Yes / No</b>	<b>Detail</b>
	All	No	All corporate employees including Directors, Executive Directors and the Chief Executive, but excludes those in schools where the Governing Body has delegated authority for staffing.
	Specific group/s	No	
	Council employees	Yes	
	Other (identify)	N/A	
<b>4</b>	<b>Please provide service data relating to this proposal on your customer's protected characteristics.</b>		
	<p>As of 31 March 2021 the total number of Walsall Council employees (excluding Schools) were 3079. The Council's workforce is made up of 67.55% females. 22.22% of the workforce are classified as under-represented ethnic groups (i.e. those excluding White British ethnicity). In total there were 137 employees (4.45% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.</p> <p>Of Walsall Council employees 3.12% are in the age group under 25, 24.42% in age group 25-39, 25.43% are in the age group 40-49, 43.30% are in the age group 50-64, and 3.73% are in the age group 65 and over.</p> <p>The average (median) gender pay gap analysis at 31 March 2021 was -2.86%. This means that the average (median) pay for full time male employees was 2.86% lower than for full time female employees.</p>		
<b>5</b>	<b>Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).</b>		

	<p>Consultation was undertaken with HR, Payroll, Finance and Legal as well as wider consultation with the Senior Management Group across the Council between 4 November to 19 November 2021.</p> <p>The Pay Policy is subject to endorsement with CMT on 6 January 2022.</p> <p>The Pay Policy is subject to approval with Personnel Committee on 24 January 2022.</p> <p>The Pay Policy is subject to approval at Full Council on 24 February 2022.</p>																			
	<p><b>Consultation Activity</b> Complete a copy of this table for each consultation activity you have undertaken.</p> <table border="1"> <tr> <td><b>Type of engagement/consultation</b></td><td>Senior Managers</td><td><b>Date</b></td><td>04/11/21 to 19/11/2021</td></tr> <tr> <td><b>Who attended/participated?</b></td><td colspan="3">Senior Managers (tier 3 and 4), plus Legal and Finance</td></tr> <tr> <td><b>Protected characteristics of participants</b></td><td colspan="3">A range of protected characteristics including, gender, race, age, disability.</td></tr> <tr> <td colspan="4"> <p><b>Feedback and response</b></p> <p>Request for further clarity on:</p> <ul style="list-style-type: none"> <li>• Apprentice rates of pay regarding the additional 1% from April 2021.</li> <li>• Access to the NHS pension scheme for specific public health roles.</li> <li>• Starting pay making it clear it is the managers' decision.</li> </ul> <p>Query on overtime and call out payments and why they are not paid to all employees. These are paid in accordance with the Walsall Orange Book Terms and Conditions. They can be paid to all employees even those a senior level, the difference being that they are not normally paid but can be if pre-approved.</p> <p>Feedback on some minor amendments to wording and grammar.</p> </td></tr> </table>				<b>Type of engagement/consultation</b>	Senior Managers	<b>Date</b>	04/11/21 to 19/11/2021	<b>Who attended/participated?</b>	Senior Managers (tier 3 and 4), plus Legal and Finance			<b>Protected characteristics of participants</b>	A range of protected characteristics including, gender, race, age, disability.			<p><b>Feedback and response</b></p> <p>Request for further clarity on:</p> <ul style="list-style-type: none"> <li>• Apprentice rates of pay regarding the additional 1% from April 2021.</li> <li>• Access to the NHS pension scheme for specific public health roles.</li> <li>• Starting pay making it clear it is the managers' decision.</li> </ul> <p>Query on overtime and call out payments and why they are not paid to all employees. These are paid in accordance with the Walsall Orange Book Terms and Conditions. They can be paid to all employees even those a senior level, the difference being that they are not normally paid but can be if pre-approved.</p> <p>Feedback on some minor amendments to wording and grammar.</p>			
<b>Type of engagement/consultation</b>	Senior Managers	<b>Date</b>	04/11/21 to 19/11/2021																	
<b>Who attended/participated?</b>	Senior Managers (tier 3 and 4), plus Legal and Finance																			
<b>Protected characteristics of participants</b>	A range of protected characteristics including, gender, race, age, disability.																			
<p><b>Feedback and response</b></p> <p>Request for further clarity on:</p> <ul style="list-style-type: none"> <li>• Apprentice rates of pay regarding the additional 1% from April 2021.</li> <li>• Access to the NHS pension scheme for specific public health roles.</li> <li>• Starting pay making it clear it is the managers' decision.</li> </ul> <p>Query on overtime and call out payments and why they are not paid to all employees. These are paid in accordance with the Walsall Orange Book Terms and Conditions. They can be paid to all employees even those a senior level, the difference being that they are not normally paid but can be if pre-approved.</p> <p>Feedback on some minor amendments to wording and grammar.</p>																				
<b>6</b>	<p><b>Concise overview of all evidence, engagement and consultation</b></p> <p>Formal consultation with managers raised no concerns over protected characteristics.</p>																			
<b>7</b>	<p><b>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.</b></p> <table border="1"> <tr> <th>Characteristic</th><th>Affect</th><th>Reason</th><th>Action needed Yes / No</th></tr> <tr> <td>Age</td><td>Neutral</td><td>The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to</td><td>No</td></tr> </table>				Characteristic	Affect	Reason	Action needed Yes / No	Age	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to	No								
Characteristic	Affect	Reason	Action needed Yes / No																	
Age	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to	No																	

			reduce the risk of discrimination.	
	<b>Disability</b>	Neutral	<p>The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.</p> <p>Potential impact on employees who require reasonable adjustments for communication and for those who do not understand the policy e.g. employees with learning disabilities.</p>	Yes
	<b>Gender reassignment</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Marriage and civil partnership</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Pregnancy and maternity</b>	Neutral	<p>The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.</p> <p>Potential impact for people who are on maternity or paternity leave and are not updated about the policy.</p>	Yes
	<b>Race</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Religion or belief</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Sex</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore	No

			it sets out clear guidelines to reduce the risk of discrimination.	
	<b>Sexual orientation</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Other (give detail)</b>	N/A		
	<b>Further information</b>	N/A		
<b>8</b>	<b>Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.</b>			(Delete one) <b>No</b>
<b>9</b>	<b>Which justifiable action does the evidence, engagement and consultation feedback suggest you take?</b>			
	<b>A</b>	No major change required		
	<b>B</b>	<b>Adjustments needed to remove barriers or to better promote equality</b>		
	<b>C</b>	Continue despite possible adverse impact		
	<b>D</b>	Stop and rethink your proposal.		

<b>Action and monitoring plan</b>				
<b>Action Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Outcome Date</b>	<b>Outcome</b>
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 procedure will 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 of the new policy will be made	Liaison as required with the appropriate council procured services; audio formats from	As and when requested	

	available on request.	Walsall Society for the Blind and Easy Read from the Community, Equality and Cohesion team.		
--	-----------------------	---	--	--

Update to EqIA	
Date	Detail
	Procedure to be reviewed annually for 1 <sup>st</sup> April implementation.

### Contact us

Community, Equality and Cohesion  
Resources and Transformation

Telephone 01922 655797

Textphone 01922 654000

Email [equality@walsall.gov.uk](mailto: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)