

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

Proposal name	Pay Policy Statement 2023/24		
Directorate	Resources and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Hannah Hewston-Jones		
Proposal planning start	October 2022	Proposal start date (due or actual date)	01 April 2023

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	Revision
	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	
2	What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?		
<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 & conditions and educational support staff in schools.</p> <p>The main changes are:</p> <ul style="list-style-type: none"> • Additional point (8.5) for the introduction of an automated housekeeping process for the purpose of removing casual workers from the payroll who haven't undertaken work within 12 months. • Additional section (18.0) added for clarification about special severance payments. <p>21.0 pay multiples – updated for 2022 (the data is based on 31 October each year).</p>			

	<p>Appendices – currently have the 2022/23 pay rates (which include the 1% pay award paid by Walsall Council in April 2021) but not any nationally consulted pay awards for 2023/24 which is to be confirmed. When any nationally agreed pay awards are confirmed the appendices will be updated.</p>		
3	Who is the proposal likely to affect?		
	People in Walsall	Yes / No	Detail
	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		
4	Please provide service data relating to this proposal on your customer's protected characteristics.		
	<p>As of 31 March 2022 the total number of Walsall Council employees (excluding Schools and casual workers) were 2998. The Council's workforce is made up of 66.94% females. 21.68% of the workforce are classified as minority ethnic. In total, there were 133 employees (4.44% of the workforce) who declared they had a disability, as defined by the Equality Act 2010. 3.20% of the workforce are under 25 years of age, 31.35% of the workforce are 55 years or older, 41.09% of the workforce are aged between 40-54 years old and 55-59 years old are the largest age group making up 17.51% of the workforce .</p> <p>The council's average (median) gender pay gap is 1.08% based on full and part time employees (excluding casuals) indicating that average pay for male employees was 1.08% higher than for female employees.</p> <p>As at 31 December 2022 the council had a total of 294 casual workers on the system, 54.4% of these workers were female. Of all casual workers, 9.5% are classified as minority ethnic. The council's casual workforce as 5.4% females and 4.1% males who are classified as minority ethnic. In total, there were 7 casual workers (2.4% of total casual workforce) who declared they had a disability, as defined by the Equality Act 2020. 37.4% of the casual workforce are under 25 years of age, 25.9% of the casual workforce are 55 years or older, 21.1% of the casual workforce are aged between 40-54 years old and 17-21 years old are the largest age group making up 29.6% of the casual workforce.</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 with HR, Payroll, Finance and Legal as well as wider consultation with the Senior Management Group across the Council between 11 October 2022 to 2 November 2021.</p> <p>The Pay Policy is subject to endorsement with CMT on 8 December 2022.</p> <p>The Pay Policy is subject to approval with Personnel Committee on 23 January 2023.</p> <p>The Pay Policy is subject to approval at Full Council in February 2023.</p>		

Consultation Activity

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

Type of engagement/consultation	Stakeholders	Date	11/10/2022 to 02/11/2022
Who attended/participated?	Ian Sutheran (HR), Helena Baxter (Apprentices), David Duncombe (HR Recruitment), Sue Myatt (HR Transactional), Andy Pugh & Julie McMahon (Payroll & Pensions) and Chris Dawson (One Source)		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback and response			
Further clarity on Apprentice rates of pay to include the additional 1% from April 2021.			
Feedback on some minor amendments to wording for example 'the national minimum wage rates' rather than 'National Apprentice wage rates' as our apprentices are paid the minimum wage and not apprentice rates (which is more favourable to the apprentice.)			
Update of Pensions Policy following approval of the employee benefits and SCAVC scheme (Regulation R17(1) & TP15 (1)(d) & A25 (3)).			

Type of engagement/consultation	Senior Managers	Date	19/10/22 to 02/11/2022
Who attended/participated?	HR Management Team		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback and response			
Request for further clarity on:			
<ul style="list-style-type: none"> • Apprentice rates of pay regarding the additional 1% from April 2021. • Clarification around TUPE and increments. 			
Suggestion to review Long Service Award as part of this policy.			
Feedback on some minor amendments to wording.			

Type of engagement/consultation	Senior Managers Team	Date	19/10/22 to 02/11/2022
Who attended/participated?	Tier 3 and 4 managers		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		

Feedback on some minor amendments to wording.

6 Concise overview of all evidence, engagement and consultation

Formal consultation with managers raised no concerns over protected characteristics.

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 to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
Disability	Negative	<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> <p>There is a potential impact of terminating casuals who are receiving sick pay, this will be mitigated by not automatically ending casuals in this way that this applies to.</p>	Yes – mitigation detailed – these will not be automatically ended and so policy will be applied differently
Gender reassignment/confirmation	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

Marriage and civil partnership	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
Pregnancy and maternity	Negative	<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, paternity and parental leave and are not updated about the policy.</p> <p>There is a potential impact of terminating casuals who are receiving shared parental/maternity/paternity leave this will be mitigated by not automatically ending casuals in this way that this applies to.</p>	Yes – mitigation detailed – these will not be automatically ended and so policy will be applied differently
Race	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
Religion or belief	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
Sex	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
Sexual orientation	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

	Other (give detail)	N/A		
	Further information	N/A		
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 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 available on request.	Liaison as required with the appropriate council procured services; audio formats from Walsall Society for the Blind and Easy Read from the Community, Equality and Cohesion team.	As and when requested	
At deletion event	A process will be put in place to ensure any deletions are not	HR/ABS/One Source Helpdesk/Payroll	At deletion event	Mitigation for impact detailed above

	applied to those on long term sickness or those on maternity, paternity or parental leave			
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Update to EqIA	
Date	Detail
	Procedure to be reviewed annually for 1 st April implementation.

Contact us

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