

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

Proposal name	Pay Policy Statement 2020/21		
Directorate	Resource and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Rebecca Harrison		
Proposal planning start	23 November 2020	Proposal start date (due or actual date)	01 April 2021

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?	Yes	
	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.</p>		
3	Who is the proposal likely to affect?		
	People in Walsall	Yes / No	Detail
	All	No	All corporate employees including Chief

	Specific group/s	No	Officers
	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 2020 the total number of Walsall Council employees (excluding Schools) were 3097. The Council's workforce is made up of 67.7% females. 23.55% 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. 3.81% of the workforce are under 25 years of age, 28.16% of the workforce are 55 years or older, 42.85% of the workforce are aged between 40-54 years old and 50-54 years old are the largest age group making up 17.69% of the 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 took place with senior managers within the Council between 5th November to 18th November 2020.</p> <p>5th November to 27th November 2020 – consultation on the draft Pay Policy Statement 2021/22 with Legal and Finance.</p> <p>The Pay Policy is subject to endorsement with CMT in December 2020.</p> <p>The Pay Policy is subject to approval with Personnel Committee in February 2021.</p> <p>The Pay Policy is subject to approval at Full Council in February 2021.</p>		

Consultation Activity

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

Type of engagement/consultation	Senior Managers Finance legal	Date	5 November 2020
Who attended/participated?	Senior managers across all directorates		
Protected characteristics of participants	N/A		

Feedback and response

Request for further clarity on:

- Additional allowance for the Council's Monitoring Officer
- Honoraria progression payments (additional duties)
- Unsocial Hours payments

Some minor amendments to wording

The policy has been updated to reflect the uplift of the living wage rate and the following:

- Further clarity regarding the Council's Monitoring Officer additional allowance [refer to appendix 1 Pay Policy point 5.7]
- The addition of retention payments which may apply where there are risks associated with workforce instability and concerns regarding retaining suitably skilled employees in the mid to long term [refer to appendix 1 Pay Policy point 13.1].
- Further clarity on Unsocial Hours payments and the qualifying requirements for consistency [refer to appendix 1 Pay Policy point 16.3].
- Amendment to Exit Payments as a result of change in government legislation and a cap of £95,000 for total exit payments effective 4 November 2020 [refer to appendix 1 Pay Policy point 17.1].
- Amendment to Pensions as regulations at the time of writing, are out to consultation [refer to appendix 1 Pay Policy Points 18.3 and 18.4]
- Some minor amendments to wording

6 Concise overview of all evidence, engagement and consultation

	<p>The policy has been updated following consultation and includes:</p> <ul style="list-style-type: none"> • Uplift of the Living Wage rate • Further clarity regarding the Council's Monitoring Officer additional allowance [refer to appendix 1 Pay Policy point 5.7] • The addition of retention payments which may apply where there are risks associated with workforce instability and concerns regarding retaining suitably skilled employees in the mid to long term [refer to appendix 1 Pay Policy point 13.1]. • Further clarity on Unsocial Hours payments and the qualifying requirements for consistency [refer to appendix 1 Pay Policy point 16.3]. • Amendment to Exit Payments as a result of change in government legislation and a cap of £95,000 for total exit payments effective 4 November 2020 [refer to appendix 1 Pay Policy point 17.1]. • Amendment to Pensions as regulations at the time of writing, are out to consultation [refer to appendix 1 Pay Policy Points 18.3 and 18.4] • Some minor amendments to wording
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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	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. 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.	Yes

Gender reassignment	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	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. Potential impact for people who are on maternity or paternity leave and are not updated about the policy.	Yes
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 1/4/21	To ensure employees who are on maternity /parental leave are made aware of the updated procedure.	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	

Update to EqIA	
Date	Detail
23/11/20	Procedure to be reviewed annually

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)