



Appendix 2

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

Proposal name	School's Model Pay Policy 2016		
Directorate	Resources		
Service	HR School's Team		
Responsible Officer	Primula Paul		
EqIA Author	Primula Paul		
Date proposal started		Proposal commencement date (due or actual)	01/09/2016

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	Revision
	Procedure	No	N/a
	Internal service	No	N/a
	External service	Yes	N/a
	Other - give details		

2	What are the intended outcomes, reasons for change, who will it affect? (The business case)
	<p>Schools are required to annually update their pay policy.</p> <p>This policy meets the requirements of the School Teachers' Pay and Conditions Document (STPCD).</p> <p>The policy outlines the uplifts to minima and the maxima of all pay ranges as per the STPCD and allowances and it incorporates the locally agreed uplift to all pay ranges and allowances for teaching staff. It has regard to the statutory guidance accompanying the Document and conforms to the local authority's salary scales and conditions of service for support staff.</p> <p>The proposal potential will likely effect staff employed in schools.</p>

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3	Summarise your evidence, engagement and consultation.
	<p>The School Teachers' Pay and Conditions Document 2016 was issued on 1 August 2016.</p> <p>Consultation has taken place with Teacher and Support unions.</p> <p>Consultation has taken place with the Executive Director and Assistant Director for Children's Services.</p> <p>Consultation has taken place with the Chairs of the various schools forums.</p> <p>Legal Services have provided their input into the policy.</p> <p>The procedure went to Personnel Committee for approval on 11 October 2016</p> <p>The launch will be communicated to all schools that purchase their HR Service from the School's HR Team. The policy will be uploaded onto Walsall Link.</p>

4	How may the proposal affect each protected characteristic or group?	
	Characteristic	Affect
	Age	No impact foreseen
	Disability	No impact foreseen
	Gender reassignment	No impact foreseen.
	Marriage and civil partnership	No impact foreseen.
	Pregnancy and maternity	Potential impact for people who are on maternity or paternity leave and are not updated about the revised policy/ procedure.
	Race	No impact foreseen
	Religion or belief	No impact foreseen.
	Sex	No impact foreseen.
	Sexual orientation	No impact foreseen.
	Other (give detail)	
	Further information	

5	Does your proposal link with other proposals to have a cumulative affect on particular equality groups? If yes, give details	(Delete one)
	N/A	N/A

6	Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)	
	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

Date	Responsibility	Action
When required	School	Alternative formats (including audio and Easy Read) for disabled employees are available on request.
When required	School	The policy/procedure will be made available in other languages on request for employees whose first language is not English.
When required	School	Information and update will be circulated to all employees on maternity/paternity leave and long term absence.
When required	School	Review for any unforeseen impact.