

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

Proposal name	Market Supplements Procedure		
Directorate	Change & Resources		
Service	HR Strategy and Planning		
Responsible Officer	Steve McGowan		
EqIA Author	Rachel Davis		
Date proposal started	TBC	Proposal commencement date (due or actual)	TBC

<b>1</b>	<b>What is the purpose of the proposal?</b>		<b>Yes / No</b>	<b>New / revision</b>
	Policy		No	N/A
	Procedure		Yes	Revision
	Internal service		Yes	Revision
	External Service		No	N/A
	Other - give details			
<b>2</b>	<b>What are the intended outcomes, reasons for change? (The business case)</b>			
	<p>There are times when the grading for a post results in an inability to successfully recruit to, or retain employees in particular posts. In such cases it may be appropriate to pay a market supplement in addition to the salary to ensure that such a post is filled.</p> <p>Market Supplements are additional payments paid where a particular skill, specialism or qualification attracts a higher rate of pay in the labour market than is attributed to the job through job evaluation. Market supplements are payable in addition to basic salary but form part of the pensionable pay.</p> <p>The Market Supplement Procedure was last changed in October 2011 and the revisions for which approval is being sought are :</p> <ul style="list-style-type: none"> <li>○ Removal of the authorisation signature for Head of Finance</li> <li>○ Change from 'policy' to 'procedure' and reformatting in line with standard HR procedures</li> <li>○ Any reference to 'staff' changed to 'employee'</li> <li>○ Clarification that the ED has to authorise prior to Head of HR</li> </ul>			
<b>3</b>	<b>Who is the proposal potential likely to affect?</b>			
	<b>People in Walsall</b>	<b>Yes / No</b>	<b>Detail</b>	
	All	No	N/A	

	Specific group/s	No	N/A	
	Council employees	<b>Yes</b>	<b>Internal procedure</b>	
	Other	No	N/A	
<b>4</b>	<b>Summarise your evidence, engagement and consultation.</b>			
	No formal consultation conducted due to the minor and administrative nature of the change			
<b>5</b>	<b>How may the proposal affect each protected characteristic or group? The affect may be positive, negative or neutral.</b>			
	<b>Characteristic</b>	<b>Affect</b>	<b>Reason</b>	<b>Action needed Y or N</b>
	Age		No impact foreseen	N
	Disability		No impact foreseen	N
	Gender reassignment		No impact foreseen	N
	Marriage and civil partnership		No impact foreseen	N
	Pregnancy and maternity		No impact foreseen	N
	Race		No impact foreseen	N
	Religion or belief		No impact foreseen	N
	Sex		No impact foreseen	N
	Sexual orientation		No impact foreseen	N
	Other (give detail)			
	Further information			
<b>6</b>	<b>Does your proposal link with other proposals to have a cumulative affect on particular equality groups? If yes, give details below.</b>			(Delete one) <b>No</b>
	N/A			
<b>7</b>	<b>Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)</b>			
	A	<b>No major change required</b>		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		

	D	Stop and rethink your proposal
--	---	--------------------------------

**Now complete the action and monitoring plan on the next page**

<b>Action and monitoring plan</b>				
<b>Action Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Outcome Date</b>	<b>Outcome</b>
As requested	Alternative formats (including audio and Easy Read) for disabled employees are available on request.			
As requested	The procedure will be made available in other languages on request for employees whose first language is not English.			
Annually	Equalities data will continue to be monitored through the Employment Monitoring Report on an annual basis and shared with CEG.	HR	Ongoing	

<b>Update to EqIA</b>	
<b>Date</b>	<b>Detail</b>

