

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

Proposal name	Pay Policy Statement 2024/25		
Directorate	Resources and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Hannah Hewston-Jones		
Proposal planning start	October 2023	Proposal start date (due or actual date)	01 April 2024

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 paragraph added to confirm that the council does not operate merit increments for accelerated pay progression [refer to Pay Policy Statement section 9.6] – (further clarifying the point in principles section 3.3 that refers to not promoting through the grade) • Inclusion of honorarium type C (outside the scope of additional duties graded under JE Scheme) [refer to Pay Policy Statement section 15.1]. This was previously agreed under a separate report at Personnel Committee 11 September 2023. 			



	<ul style="list-style-type: none"> Annual amendments to dates, pay award and pay scale information throughout the policy and appendices. Pay multiples – updated for 2024 (as at 31 October each year). [refer to Pay Policy Statement section 21]. 																
3	Who is the proposal likely to affect?																
	<table border="1"> <thead> <tr> <th>People in Walsall</th> <th>Yes / No</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>No</td> <td rowspan="4">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.</td> </tr> <tr> <td>Specific group/s</td> <td>No</td> </tr> <tr> <td>Council employees</td> <td>Yes</td> </tr> <tr> <td>Other (identify)</td> <td>N/A</td> </tr> </tbody> </table>	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				
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4	Please provide service data relating to this proposal on your customer's protected characteristics.																
	<p>As of 31 March 2023 the total number of Walsall Council employees (excluding Schools) were 3015. The Council's workforce is made up of 67.23% females. 24.65% of the workforce are classified as minority ethnic. In total there were 161 employees (5.34% of the workforce) who declared they had a disability, as defined by the Equality Act 2010. 3.35% of the workforce are under 25 years of age, 33.20% of the workforce are 55 years or older, 39.07% of the workforce are aged between 40-54 years old and 55-59 years old are the largest age group making up 16.65% of the workforce.</p> <p>The council's average (median) gender pay gap is nil (0%) based on full and part time employees indicating that average pay for male employees is equal to female employees.</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 between 05 September 2023 to 6 December 2023.</p> <p>The Pay Policy is subject to endorsement with CMT on 14 December 2023.</p> <p>The Pay Policy is subject to approval with Personnel Committee on 22 January 2024.</p> <p>The Pay Policy is subject to approval at Full Council on 22 February 2024.</p>																
	<p>Consultation Activity Complete a copy of this table for each consultation activity you have undertaken.</p> <table border="1"> <tr> <td>Type of engagement/consultation</td> <td>Stakeholders</td> <td>Date</td> <td>05/09/23 – 20/11/2023</td> </tr> <tr> <td>Who attended/participated?</td> <td colspan="3">HR Ops, Andy Pugh & Julie McMahon (Payroll & Pensions).</td> </tr> <tr> <td>Protected characteristics of participants</td> <td colspan="3">A range of protected characteristics including, gender, race, age, disability.</td> </tr> <tr> <td colspan="4">Feedback and response</td> </tr> </table>	Type of engagement/consultation	Stakeholders	Date	05/09/23 – 20/11/2023	Who attended/participated?	HR Ops, Andy Pugh & Julie McMahon (Payroll & Pensions).			Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.			Feedback and response			
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More clarity about the difference between secondments and honorariums required – this will be in the guidance documents.

Need to mention about the eligibility of extra annual leave entitlement while acting up into a higher banded job – this will be in the guidance document.

Clarity around the requirement for HR Director authorising all honorariums – this is stated in the constitution.

Recommend that there is a timeframe for claiming overtime – this is in One Source guidance document (3 months).

Request to review Long Service Award – this will be looked at as part of employee benefits and retention review.

Type of engagement/consultation	Senior Managers	Date	21-29 Nov 2023
Who attended/participated?	Directors		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback and response			
No concerns or queries were raised.			

6 Concise overview of all evidence, engagement and consultation

Formal consultation 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	No

		discrimination.	
Disability	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
Gender reassignment	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>	No
Marriage and civil partnership	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>	No
Pregnancy and maternity	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
Race	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>	No
Religion or belief	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>	No
Sex	Neutral	<p>The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to</p>	No

			reduce the risk of discrimination.	
	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	As and when requested	

		the Blind and Easy Read from the Community, Equality and Cohesion team.		
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Update to EqIA	
Date	Detail
	Procedure to be reviewed annually for 1 st April implementation.

Contact us

Community, Equality and Cohesion
Resources and Transformation

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Email 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)