

# Equality Impact Assessment Toolkit (from May 2012)

**Section 1:      Your details**

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**Head of Section:**                      **Chris Hyams**

**Chief Officer:**                          **Surjit Tour**

**Department:**                            Law, HR & Asset Management

**Date:**                                        30 November 2012

**Section 2:      What Council proposal is being assessed?**

To delay until 1 October 2017 the automatic enrolment of existing eligible jobholders who are not contributing to the Local Government Pension Scheme.

**Section 2b:      Will this EIA be submitted to a Cabinet or Overview & Scrutiny Committee?**

**Yes**    If 'yes' please state which meeting and what date  
.....20 December 2012.....

**Please add hyperlink to where your EIA is/will be published on the Council's website (see your Departmental Equality Group Chair for appropriate hyperlink)**

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**Section 3:** Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 4:** Does the proposal have the potential to maintain or enhance the way the Council ..... (please tick relevant boxes)

- Eliminates unlawful discrimination, harassment and victimisation
- Advances equality of opportunity
- Fosters good relations between groups of people

If you have ticked one or more of above, please go to section 5.

- No** (please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 5:**

Could the proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
<p><b>ALL</b></p> <p><b>The group of employees = 555 employees</b></p> <p>Employees who are aged between 22 and their State Pension Age, who earn more than £8,105 per annum <b>and</b> not currently</p>	<p>This group will not automatically be enrolled into LGPS at the Councils staging date of 1 March 2013.</p> <p>Positive - Since these employees have already opted out of LGPS, utilising the provision to delay enrolment until 1 October 2017 will mean that the individuals will not suffer a deduction from pay or need to complete forms to once again opt-out of pension savings within the LGPS.</p>	<p>Pension regulations require that all employees are informed in writing of the benefits of saving towards a pension and informing them of the Councils decision to delay auto-enrolment . They can opt-in at any time within the four year period.</p> <p>Individuals in this group will be informed in writing of the benefits of saving towards a pension and that they can elect to join LGPS at any time.</p>	<p>Jann Lindoe</p>	<p>Within 2 months of 01/03/12</p>	<p>Additional processes within payroll team</p>

<p>participating in the LGPS</p> <p>Employees aged under 22 or over state pension age <b>and</b> not currently participating in the LGPS</p>	<p>Under auto-enrolment legislation employees in this group will not automatically be enrolled into LGPS.</p>				
<p><b>Women / Men</b></p>	<p><b>Positive</b></p> <p>The percentage of men affected (28% of employees) is lower for this group than compared to the percentage of men in the workforce (33% of employees)</p> <p><b>Negative</b></p> <p>The percentage of women affected (72% of employees) is higher for this group than compared to the percentage of women in the workforce (67% of employees)</p>	<p>Continue to monitor the Equality statistics to ensure that there is not a detrimental impact on particular groups of employees.</p> <p>Positive promotion of the benefits of enrolling in the Pension scheme / saving for the future to be aimed at all employees.</p>			
<p><b>Race</b></p>	<p><b>Positive</b></p> <p>The percentage of BME employees (1.8% of employees) is lower than compared to that of the rest of the workforce (2.17% of employees)</p>	<p>Continue to monitor the Equality statistics to ensure that there is not a detrimental impact on particular groups of employees.</p>			
<p><b>Disability</b></p>	<p><b>Positive</b></p> <p>The percentage of disabled employees affected (1.4% of employees) is lower for this</p>	<p>Continue to monitor the Equality statistics to ensure that there is not a detrimental impact on</p>			

	group than compared to the percentage of disabled employees in the workforce (3.06% of employees)	particular groups of employees.			
<b>Sexual Orientation</b>	<b>Positive</b> The percentage of Heterosexual employees affected (21.26% of employees) is lower for this group than compared to the percentage of Heterosexual employees in the workforce (39.98% of employees)	Continue to monitor the Equality statistics to ensure that there is not a detrimental impact on particular groups of employees.			
<b>Gender re-assignment</b>	<b>Positive</b> The percentage of employees who have undergone Gender re-assignment (0.1% of employees) is lower than compared to the percentage within the workforce (0.23% of employees)	Continue to monitor the Equality statistics to ensure that there is not a detrimental impact on particular groups of employees.			
<b>Religion and Belief</b>	<b>Positive</b> Christian belief (16.4% of employees) is lower for this group of employees compared to that of the rest of the workforce (31.85% of employees)  Non Christian belief (0.9% of employees) is lower for this group of employees compared to that of the rest of the workforce (4.55% of employees)	Continue to monitor the Equality statistics to ensure that there is not a detrimental impact on particular groups of employees.			
<b>Age</b>	<b>Positive</b> <i>Young = 16-49 year olds</i> The number of employees in this category is significantly lower than the rest of the workforce (30.81% of employees compared	Continue to monitor the Equality statistics to ensure that there is not a detrimental impact on particular groups of employees.			

	<p>to 61.2% of employees)</p> <p><b>Negative</b></p> <p><i>Older = 64 years old plus</i></p> <p>The number of employees in this category is higher than the rest of the workforce (4.68% of employees compared to 3.5% of employees)</p>	<p>Under automatic enrolment legislation employees over state pension age are not automatically enrolled but have the option to join LGPS</p>			
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**Section 5a: Where and how will the above actions be monitored?**

There is a cross-departmental team involved meeting the auto-enrolment requirements – this team will ensure that the statutory needs are met and the employees affected receive appropriate communications.

**Section 5b: If you think there is no negative impact, what is your reasoning behind this?**

Access to pension savings within the Local Government Pension Scheme continues to be an option to all employees of Wirral Council.

**Section 6: What research / data / information have you used in support of this process?**

Pensions Legislation dictates that all employees receive appropriate communications about their options and how auto-enrolment legislation will or will not affect them as individuals.

Equality workforce profile data of the group of employees (not enrolled in the LGPS) has been compared using the data of the workforce – as held within the Human Resources section.

**Section 7: Are you intending to carry out any consultation with regard to this Council proposal?**

Yes / No – (please delete as appropriate) NO

If 'yes' please continue to section 8.

If 'no' please state your reason(s) why:

The group of employee have already opted out of the LGPS, therefore the proposal is only to delay the auto-enrolment process.

As a statutory requirement, auto-enrolment legislation has met equality requirements under Workplace Reform. This EIA relates to the Council's election to utilise a specific provision under Transitional Arrangements.

(please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 8: How will consultation take place and by when?**

N/A

Before you complete your consultation, please email your preliminary EIA to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal requirements. The EIA will be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 5. Then email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for re-publishing.

**Section 9: Have you remembered to:**

- a) **Add appropriate departmental hyperlink to where your EIA is/will be published (section 2b)**
- b) **Include any potential positive impacts as well as negative impacts? (section 5)**
- c) **Send this EIA to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 5 once consultation has taken place and sent your completed EIA to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) via your Chief Officer for re-publishing?**