

# Equality Impact Assessment Toolkit (from May 2012)

## Section 1: Your details

**EIA lead Officer:** Jenny Fletcher

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**Head of Section:** Chris Hyams

**Chief Officer:** Surjit Tour, Acting Director of Law, HR and Asset Management

**Department:** Transformation and Resources

**Date:** 6 February 2013

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

**The Pay Policy Statement 2013-14.**

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

**Yes** If 'yes' please state which meeting and what date

Employment and Appointments Committee 14 February 2013, and Full Council 5 March 2013

**Please add hyperlink to where your EIA is/will be published on the Council's website**

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/law-hr-asset-management>

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

- In services**
- In the workforce**
- In 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.

**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
All	<p>Positive – the Council sets the pay of its employees through a fair and transparent Job Evaluation Scheme which seeks to objectively measure the different elements of a job. This does not take account of the employee’s age, gender, sexuality, religion or belief, disability, or race.</p> <p>Positive – the Council’s Pay Policy includes a pay structure in-line with the Living Wage, which means that all employees will be paid a minimum of the Living Wage hourly rate of £7.45 (effective from 1 November 2012).</p> <p>Negative – all stages of the Job Evaluation Scheme are not complete.</p>	<p>N/A</p> <p>A phased approach has been taken by The Council. Implementation of stage three and four of Job Evaluation is currently paused and will be reviewed in 2013-14.</p>	Chris Hyams	<p>N/A</p> <p>To be reviewed in 2013-14</p>	<p>N/A</p> <p>Job Evaluation Team.</p>
Age	<p>Negative – progression through increments of one grade is based on length of service.</p>	<p>Each job is graded fairly through Job Evaluation taking into account the different elements of the job. Therefore appointment at a particular grade does not</p>			

		take account of age. Once in the grade, increments are awarded by length of service at that grade until the top of the grade is achieved.			
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**Section 5a: Where and how will the above actions be monitored?**

On a regular basis by the Human Resources team

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

The Council sets the pay of its employees through a fair and transparent Job Evaluation Scheme which seeks to objectively measure the different elements of a job. This does not take account of the employee's age, gender, sexuality, religion or belief, disability, or race.

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

Workforces statistics for the full workforce.

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

Yes

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

Consultation has taken place in relation to the Council's Pay Policy Statement through the Corporate Joint Consultative Committee meetings, held every three weeks. This has included discussion about the Living Wage and its implementation.

Consultation in relation to Job Evaluation is ongoing with the Trade Unions. Consultation is conducted through the Corporate Joint Consultative Committee meetings and specific sub-committees set up for Job Evaluation.