



Northumberland County Council

Equality Impact Assessment Template

Duties which need to be considered:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

PART 1 – Overview of the change, decision or proposal

1. Title of the change, decision or proposal:

Pay Policy Statement 2015-16

2. Date of equality impact assessment:

31 December 2014

3. Brief description of the change, decision or proposal:

Proposed pay policy statement for Northumberland County Council

4. Name(s) and role(s) of officer(s) completing the assessment:

Ann Meehan Acting HR Team Leader

5. Overall, what are the outcomes of the change, decision or proposal expected to be?

The Localism Act 2011 requires the County Council to prepare and publish a pay policy statement. The purpose of such a statement is to articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. The Council also wishes to ensure that it operates on the principles of equal pay for work of equal value, and also within the various other legislative requirements, including the Equality Act 2010.

6. If you judge that this proposal is **not** relevant to some protected characteristics, tick these below (and explain underneath how you have reached this judgement).

Disability Sex Age Race Religion Sexual orientation

People who have changed gender Women who are pregnant or have babies

Employees who are married/in civil partnerships

[Double-click this link to modify the form to match this list](#)

The characteristics checked above are not relevant because:

The pay policy statement relates to how pay and reward is set and maintained within the Council. Pay Policies can impact on the protected characteristics detailed above, however those not included in this assessment are not relevant to this policy as they do not impact on how the pay policy is set or maintained.

PART 2 – Relevance to different Protected Characteristics

Answer these questions both in relation to people who use services and employees

Disability

Note: “disabled people” includes people with physical, learning and sensory disabilities, people with a long-term illness, and people with mental health problems. You should consider potential impacts on all of these groups.

7. What do you know about usage of the services affected by this change, decision or proposal by disabled people, about disabled people’s experiences of it, and about any current barriers to access?

The Council’s employee records detail those employees who consider themselves to have a disability. When determining the general principles of the pay policy statement, individual circumstances are not considered and there are no barriers for disabled employees as the policy applies across the board.

8. Could disabled people be disproportionately advantaged or disadvantaged by the change, decision or proposal?

Can only be advantaged in that the decision to adopt a pay policy statement will ensure there is transparency in how the Council pays and rewards its staff.

9. Could the change, decision or proposal affect the ability of disabled people to participate in public life? (e.g. by affecting their ability to go to meetings, take up public appointments etc.)

No

10. Could the change, decision or proposal affect public attitudes towards disabled people? (e.g. by increasing or reducing their presence in the community)

No

11. Could the change, decision or proposal make it more or less likely that disabled people will be at risk of harassment or victimisation?

No

12. If there are risks that disabled people could be disproportionately disadvantaged by the change, decision or proposal, are there reasonable steps or adjustments that could be taken to reduce these risks?

No disadvantage by the policy statement. There are other safeguards in place that relate to pay policy decisions which protect disabled people. These are detailed in other HR policies e.g. making reasonable adjustments for disabled people in employment.

13. Are there opportunities to create *positive* impacts for disabled people linked to this change, decision or proposal?

The requirement to publish data and monitor salary and salary differential could mean that any disproportionate effect on disabled people will be highlighted earlier and action can be taken to address such issues.

Sex

14. What do you know about usage of the services affected by this change, decision or proposal by males and females, about their experiences of it, and about any current barriers to access?

The Council's employee records detail the split between gender. Although this pay policy statement itself does not cover gender issues, it does cross reference to other documents and policies which address gender issues.

15. Could males or females be disproportionately advantaged or disadvantaged by the change, decision or proposal?

Either could be advantaged by the adoption of a pay policy statement as regular publishing and monitoring will identify any gender related issues that can then be addressed openly. It is generally the case that women are the lowest paid group and the specific reference to the Council's pay multiple (and monitoring of that multiple) should highlight any drift between the highest paid employee and the lowest.

16. Could the change, decision or proposal affect the ability of males or females to participate in public life? (e.g. by affecting their ability to go to meetings, take up public appointments etc.)

No

17. Could the change, decision or proposal affect public attitudes towards males or females? (e.g. by increasing or reducing their presence in the community)

No

18. Could the change, decision or proposal make it more or less likely that males or females will be at risk of harassment or victimisation?

No

19. If there are risks that males or females could be disproportionately disadvantaged by the change, decision or proposal, are there reasonable steps or adjustments that could be taken to reduce these risks?

Monitoring and publishing of data will help the Council to address any gender related issues in a transparent way and in a timely manner. The pay policy statement cross references to the Equality Impact Assessment undertaken during the 2011 job evaluation exercise which concludes that the Council's pay and grading structure is 'equality proofed'.

20. Are there opportunities to create *positive* impacts for males or females linked to this change, decision or proposal?

Should published data present any disproportionate pay related matters then the Council may use that information to promote opportunities for the relevant disadvantaged group.

Age

21. What do you know about usage of the services affected by this change, decision or proposal by people of different age groups, about their experiences of it, and about any current barriers to access?

The Council's employee records detail the age of employees. Although this pay policy statement itself does not cover age issues, it does cross reference to other documents and policies which address age issues.

22. Could people of different age groups be disproportionately advantaged or disadvantaged by the change, decision or proposal?

No, not directly by this policy statement, however there are other policies in place to ensure that age is only taken into account when considering pay and reward where there is reasonable justification to do so eg annual increments which do not exceed 5 years service.

23. Could the change, decision or proposal affect the ability of people of different age groups to participate in public life? (e.g. by affecting their ability to go to meetings, take up public appointments etc.)

Yes, the Council's current Pensions abatement policy could mean that some people who have valuable skills but who also have a local government pension are discouraged from working in the public sector as their pension will be abated. However, this policy is justified in that it ensures that taxpayers are getting value for money and sets an example on pay restraint (as required under the Localism Act).

24. Could the change, decision or proposal affect public attitudes towards people of different age groups? (e.g. by increasing or reducing their presence in the community)

No

25. Could the change, decision or proposal make it more or less likely that people of different age groups will be at risk of harassment or victimisation?

No

26. If there are risks that people of different age groups could be disproportionately disadvantaged by the change, decision or proposal, are there reasonable steps or adjustments that could be taken to reduce these risks?

Monitoring and publishing of data will help the Council to address any age related issues in a transparent way and in a timely manner. The pay policy statement cross references to the Equality Impact Assessment undertaken during the 2011 job evaluation exercise which concludes that the Council's pay and grading structure is 'equality proofed'. A risk has been identified which will not be eliminated as people with pensions may be discouraged from returning to work full time at their previous level. This however is an acceptable and proportionate risk as the purpose of a pension is not to supplement income to a level above that enjoyed previously.

27. Are there opportunities to create *positive* impacts for people of different age groups linked to this change, decision or proposal?

No

Pregnancy and Maternity

Note: the law covers pregnant women or those who have given birth within the last 26 weeks, and those who are breast feeding.

56. What do you know about usage of the services affected by this change, decision or proposal by pregnant women and those who have children under 26 weeks, about their experiences of it, and about any current barriers to access?

The National Conditions of service, supplemented by more generous local terms cover the pay and reward policy in respect of pregnancy and maternity leave. This pay policy statement does not impact on the established arrangements which are subject to separate equality impact assessments.

57. Could pregnant women and those with children under 26 weeks be disproportionately advantaged or disadvantaged by the change, decision or proposal?

No, not directly by this policy statement, however there are other policies in place to ensure that service whilst pregnant or on maternity leave is counted when considering pay and reward.

58. Could the change, decision or proposal affect the ability of pregnant women or those with children under 26 weeks participate in public life? (e.g. by affecting their ability to go to meetings, take up public appointments etc.)

No

59. Could the change, decision or proposal affect public attitudes towards pregnant women or those with children under 26 weeks? (e.g. by increasing or reducing their presence in the community)

No

60. Could the change, decision or proposal make it more or less likely that pregnancy women or those with children under 26 weeks will be at risk of harassment or victimisation?

No

61. If there are risks that pregnant women or those with children under 26 weeks could be disproportionately disadvantaged by the change, decision or proposal, are there reasonable steps or adjustments that could be taken to reduce these risks?

No risks

62. Are there opportunities to create *positive* impacts for pregnant women or those with children under 26 weeks linked to this change, decision or proposal?

None

Human Rights

66. Could the change, decision or proposal impact on human rights? (e.g. the right to respect for private and family life, the right to a fair hearing and the right to education)

No

PART 3 - Course of Action

67. Based on a consideration of all the potential impacts, tick one of the following as an overall summary of the outcome of this assessment:

<input type="checkbox"/>	The equality analysis has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.
<input type="checkbox"/>	The equality analysis has identified risks or opportunities to promote better equality; the change, decision or proposal will be adjusted to avoid risks and ensure that opportunities are taken.
<input checked="" type="checkbox"/>	The equality analysis has identified risks to equality which will not be eliminated, and/or opportunities to promote better equality which will not be taken. Acceptance of these is reasonable and proportionate, given the objectives of the change, decision or proposal, and its overall financial and policy context.
<input type="checkbox"/>	The equality analysis shows that the change, decision or proposal would lead to actual or potential unlawful discrimination, or would conflict with the Council's positive duties to an extent which is disproportionate to its objectives. It should not be adopted in its current form.

68. Explain how you have reached the judgement ticked above, and summarise any steps which will be taken to reduce negative or enhance positive impacts on equality.

The pay policy statement will ensure that decisions relating to pay and reward are considered across the Council as a whole.

PART 4 - Ongoing Monitoring

69. What are your plans to monitor the actual impact of the implementation of the change, decision or proposal on equality of opportunity? (include action points and timescales)

The EIA in respect of the 2011 Single Status and Job Evaluation outcomes requires monitoring of various aspects of pay and reward. Incremental progression, starting salaries, and pay drift will all be monitored by the Council. The annual pay policy statement will compare the Council's pay multiples and appropriate action will be considered by full Council annually.

PART 5 - Authorisation

70. Name of Head of Service and Date Approved

Alison Elsdon Head of Corporate Services
January 2015

Once completed, send your full EIA to: Irene.Fisher@northumberland.gov.uk. A summary will then be generated corporately and published to the Council's website.