

Appendix 1

Surrey County Council Equality Impact Assessment – Initial Screening Form



Please read the EIA toolkit for guidance before completing this form

Service: COR	Policy area: Pay and Benefits	Name of officer: Jackie Roberts			
1. Is this a major policy: i.e. high profile / will affect many people / will have a severe effect on some people?	Yes		No	X	
	High risk. Complete a full EIA			Go to section 2	
2. Is the policy likely to have an impact on a specific group of people? (People from the E&D strands)	Yes		No	X	
	High risk. Complete a full EIA			Go to section 3	
3. For policies that have a low risk of impact on the E&D strands and where possible improvements have been identified complete section 5 below and sections 3 and 4 of the full EIA.					
4. For policies that have a low risk of impact on the E&D strands and require no action to be taken complete section 5 below.					
5. If this policy is low risk please give or attach evidence to indicate how you have reached this conclusion:					

Equality and Diversity strands that the policy is to be assessed against:	Age		Race		Disability		Gender		Belief / Faith		Sexual Orientation		Other equality issue(s)		HR Issues Only	
	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
Could the CONDUCT have a negative or positive impact? (Yes/No)	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	Yes - Qualifications			

Head of Service Signed: _____ Date: _____

Appendix 2

Surrey County Council Equality Impact Assessment Template

1. Context of the Service or Policy

Policy area being assessed: Pay and Benefits

Assessor: Jackie Roberts Date 19 March 2009

What are the aims of the service or policy? If this assessment is part of a project it is important to focus on the service or policy the project aims to review/improve

(NB this should set out the aims and objectives of the policy or service)

This policy area includes the following policies:

- Equal Pay Statement
- Pay and reward
- Sick pay
- Annual flexible benefits
- Anytime benefits
- Traveling allowances
- Telephone allowances
- Cycle loan and Cycle to work scheme
- Season ticket loans
- Motor vehicle loans
- Lease car scheme
- Donations to charity
- Statutory professional fees
- Ex-gratia payments

The aims of this policy area are to ensure that SCC develops and manages a reward system which is generally regarded as equitable, encourages development and continuous improvement and enables the Council to be competitive in employment markets, recruiting and retaining the staff it requires, in a financially manageable and affordable way

Who are the beneficiaries /users of this service or policy?

(NB this should address needs of client groups and a review of barriers to policy or services)

- SCC staff
- Potential job seekers
- Council Directorates
- Trade Unions
- Surrey residents

What is the existing situation in relation to minority, disadvantaged and excluded groups in which this service/policy operates? (Including age, belief/faith, disability, Gender/transgender, sexual orientation, race and other general equality strands or issues that might make people vulnerable. NB this will require declaring what information is currently captured with respect to equality & diversity Monitoring) of this service or policy. It is also important to show the relevance of capturing this data.)

The council took account of the following data and research prior to conducting the assessment of the impact of the above policies

- ❑ Council workforce monitoring data
- ❑ Equal Pay Audit
- ❑ Council Comparison data
- ❑ Pre- Consultation meetings
- ❑ Published Research

The purpose of this policy area is to ensure that all staff are paid and rewarded fairly. The negative impact on any groups is mitigated by:

- Adoption of a locally determined single status pay scheme known as Surrey Pay
- Use of the Hay Job Evaluation Scheme to underpin the fair application of Surrey Pay
- discussion and agreement on equal pay matters with trade unions and in partnership with the workforce
- provision of training and guidance for managers and supervisory staff involved in decisions about pay and benefits
- regular audits to monitor the impact of pay practices
- Elsewhere in the organisation there is a variety of practice stemming from historical differences in national agreements and locally negotiated arrangements for different staff groups e.g., teachers pay scales, Youth Officers, and Tutors. Job sizing for these groups is separately determined.
- There are a limited number of specific areas in the policies that could, however, have a negative impact:

An equal pay audit is underway and therefore no data is available for this assessment.

2. Given what you already know, what is the potential for this service/policy to have a negative or differential impact on minority, disadvantaged, vulnerable and excluded groups or on race relations and community cohesion?

Please summarise the negative impact identified due to age, belief/faith, disability, Gender/transgender, sexual orientation, race and other or general equality issues

- Pay scales are short to minimise the effect of age on pay.

The assessment of the written policies indicated that there is no other significant potential for adverse impact on any of the equalities groups

Group	Yes	No	Comments
Age		✓	
Disability	✓		<ul style="list-style-type: none"> • Vehicle and cycle loan schemes – It is not explicitly stated that these schemes are intended to cover special circumstances of certain disabled staff e.g. reference to a cycle includes a tricycle or tandem, or reference to a motor vehicle includes forms of motorised transport of assistance to staff with disabilities.
Gender		✓	
Race		✓	
Sexual Orientation		✓	
Religion/belief		✓	

3. Given what you already know, what is the potential for this service/policy to have a positive impact, such as tackling discrimination, promoting equality of opportunity and / or promoting good community relations, for minority, disadvantaged and excluded groups?

Please summarise the positive impact identified due to age, belief/faith, disability, Gender/transgender, sexual orientation, race and other or general equality issues. NB this would include positive initiatives delivery by the service or through the policy for any/all of these equality groups. What have been the outcomes or changes?

The purpose of this policy area is to ensure that anti-discriminatory practices are embedded in the pay and benefits policies. Guidance

ensures that such issues are at the forefront of the minds of all those involved in pay decisions.

It is important that these policies are backed up by relevant and regular training and retraining, and also subject to audit.

Group	Yes	No	Comments
Age	✓		<ul style="list-style-type: none"> Flexible benefits scheme will allow for older workers wishing to reduce their working hours as they approach retirement
Disability	✓		<ul style="list-style-type: none"> Flexible benefits scheme allows for flexibility for staff with some disabilities
Gender	✓		<ul style="list-style-type: none"> Flexible benefits scheme allows for flexibility for staff with caring responsibilities
Race		✓	
Sexual Orientation		✓	
Religion/belief	✓		<ul style="list-style-type: none"> The flexible time benefits will allow staff who want to incorporate religious events in their working life

4. Give details of involvement, consultation and or research undertaken for each relevant equality and diversity grouping, upon which this policy/service has had an impact either internally or externally.

What is the research telling you in relation to age, belief/faith, disability, race gender/transgender, sexual orientation and other equality issues?

<p>On pay and benefits matters the council has consulted with:</p> <ul style="list-style-type: none"> Hay on matters relating to any possible bias in the job evaluation scheme used Staff and representatives of recognised trade unions on pay harmonisation The council uses external research sources including: Hay on market comparisons of salaries against their standard job evaluation scheme scores <p>The following consultation has been completed:</p>
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30 September - Half day HR intranet restructure workshop - HR policies

1 October - Meeting with the TU's on Fairness & Dignity policy

6 October - Benchmarking on Policies with Brighton & Hove Council

7 October - SCC and VT4S Working Together

10 October - Personnel & Appointment Committee (PAC) special meeting

21 October - Special audit of policies

28 October - Policy Streamlining internal team meeting

4 November - SCC and VT4S Working Together

13 November - SCCTU / HRLT consultation

17 November - Review of HR policies - internal meeting

18 November - Review of References Policy

20 November - Team meeting to discuss progress on HR policies

27 November - SCCTU / CCMT consultation

1 December - Meeting with Surrey Police Authority to discuss HR policies

1 December - Conference Call with "Jamkit" Policy Team

13 January - SCC and VT4S Working Together

15 January - SCCTU / HRLT consultation

27 January - Special consultation meeting with SCCTU on policies

(1) 30 January - Special consultation meeting with SCCTU on policies

(2) 10 February - SCC and VT4S Working Together

12 February - Special consultation meeting with SCCTU on policies

(3) 12 February - SCCTU / CCMT consultation

19 March - SCCTU / CCMT consultation

23 March - Personnel & Appointment Committee meeting to agree the simplified and streamlined policies on the Council's s-net.

In addition there have been regular discussions and updates at weekly meetings of HRLT

5. Given your answers to the previous questions, how will your service or policy be revised to mitigate, reduce or eliminate negative impacts and enhance positive impacts for the relevant equality groups?

(NB this is in effect the Recommendations to improve this policy)

The policies in this area are subject to ongoing review to ensure that they continue to be fair, equitable and market related and affordable.

The development of new pay modelling software will enable the council to investigate in greater detail the impact of pay across various groupings of staff, including equality groups.

Recommendations	
1.	Make the availability of loans for transport suitable to people with disabilities more explicit
2.	Monitor the development and use of the pay modelling software to investigate in greater detail the impact of pay across various groupings of staff
3.	Monitor the request and use of staff benefits including flexi time to assess the impact it is having on different staff groupings

6. Actions needed to implement the EIA recommendations:

Action Plan

Issue	Action	Expected outcome	Who	Deadline for action
Continued equality in pay	Complete Equal Pay review in accordance with national guidance. While it is likely that audits will reveal that some equality groups are over- or under-represented in some pay grades, this is likely to be an issue of recruitment and development rather than pay inequities as such	Identified differentials between the groups especially male/female. Identified cost of bridging the gap and actions to be taken by SCC	Pay and policy team	June 2009
Fair and consistent application	Provide effective and regular training	All managers with responsibility for pay decisions to be trained	Learning and development	Ongoing
Loans for vehicle purchase	Make explicit the availability of loans for transport suitable for staff with disabilities	Greater awareness of the availability of assistance	Pay and policy team	End April 2009
Monitoring of take up	Establish a process to monitor take up of benefits by different groups to assess impact	Greater understanding of how benefits are having a positive and negative impact and how to address inequalities	Pay & Policy Team	June 2009

NB these actions should have SMART Targets

Please continue and attach a separate sheet if necessary

NB these actions should be reported to the Departmental Equality and Diversity Implementation Group (DIG) and incorporated into the Equality and Diversity Action Plan, Service Plans and/or personal objectives of key staff.

7. If no actions are to be taken with respect to the recommendations please give reasons below:

Action Plan review date	30 June 2009
Name of person responsible for review	Matthew Baker
Name of person who carried out the assessment	Jackie Roberts
Name of Head of Service	Carmel Millar
Signature of Head of Service	
Date Completed	26 March 2009
Date sent to Web Operations Team	26 March 2009

1. Signed off electronic version to be kept in your team for monitoring and audit purposes
2. Send an electronic copy to the SCC 'Web Operations Team' for publication on the SCC website
3. Send Action Plan to DIG for review at its next meeting.