

# Equality Impact Assessment Toolkit (from May 2012)

## Section 1: Your details

**EIA lead Officer:** Andrea Williams, Business Support Manager

**Email address:** [xxxxxxxxxxxxxx@xxxxxx.xxx.xx](mailto:xxxxxxxxxxxxxx@xxxxxx.xxx.xx)

**Head of Section:** Chris Hyams, Head of Human Resources & Organisational Development

**Chief Officer:** Director of Law, HR & Asset Management

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

**Date:** 26<sup>th</sup> September 2012

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

**Job Evaluation Phase 3 & 4**

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

**Yes / No**

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

Cabinet, Employment and Appointments Committee 22/10/12

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

<http://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)

- ☐ **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 [xxxxxxxxxxxx@xxxxxx.xxx.xl](mailto:xxxxxxxxxxxx@xxxxxx.xxx.xl) 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 [xxxxxxxxxxxx@xxxxxx.xxx.xl](mailto:xxxxxxxxxxxx@xxxxxx.xxx.xl) 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	Positive - As part of the process to achieve single status all jobs within scope of the Green Book will be graded on a common basis in accordance with equal pay legislation.	N/A	Andrea Williams	April 2013	Job Evaluation Team – HR and TU reps
All	Positive – JE forms the basis of a policy on pay and grading which is fair and defensible.	N/A	Andrea Williams	April 2013	Job Evaluation Team – HR and TU reps
All	Positive – Some employees may retain or gain remuneration in a revised grading structure.	N/A	Andrea Williams	April 2013	Impact on workforce budget  Implement- ation costs

All	Negative – Some employees may lose remuneration in a revised grading structure.	Pay and Grading Policy	Andrea Williams	April 2013	Impact on workforce budget
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**Section 5a:      Where and how will the above actions be monitored?**

Detailed EIA on workforce and the protected groups potentially affected will be undertaken once final pay and grading structure approved.

Annual Equal Pay Audits will take place after implementation.

Revised Pay and Grading Policy implemented and monitored by HR

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

N/A

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

Hay Group Guide Charts – Profile method of job evaluation.

Evaluated 600 plus Job Description Questionnaires (JDQs) completed by job role holders out of a population of 1,400 employees.

Link Pay Modeller to determine proposed grading structures and cost options.

Current Labour Market data (specifically NJC Review of Social Workers)

Current employee pay and grading information

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

**Yes**

**If 'yes' please continue to section 8.**

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

(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?**

Wirral Council agreed a phased implementation approach for Job Evaluation with the locally recognised Trade Unions (EIA 2008).

The Council has worked in partnership with the recognised Trade Unions to agree and implement all stages of Job Evaluation. The Council has also worked in partnership with the recognised Trade Unions to evaluate jobs graded SCP34 and above using the Hay Group method of Job Evaluation.

The consultation process also involves Executive Team, Members and Trade Unions being presented with the outcomes of JE and the options for revised pay and grading structures.

Consultation with Staff potentially affected by the JE process be carried out prior to implementation.

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 [xxxxxxxxxxxxx@xxxxxx.xxx.x](mailto:xxxxxxxxxxxxx@xxxxxx.xxx.x) for re-publishing.