

Equality Impact Assessment

Title of the policy/report /strategy/service	Job Evaluation Policy
Date	7 th April 2016
Lead Officer	Elaine Griffin – HR Business Partner
Who else is involved in undertaking this assessment?	Claire Perry – HR Business Partner

Step 1 – Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
The policy is designed to ensure that jobs are graded fairly and equitably through a process of job evaluation. The policy sets out the circumstances under which a job is eligible for job evaluation, the process that is followed and the right of appeal.
B. What specific groups are the policy designed to affect/impact?
The policy and procedure is an internal process which impacts on eligible employees but not directly on service users or the public at large.
C. Which groups have been consulted as part of the creation or review of the policy?
Unison, Human Resources, HAY trained staff evaluators

Step 2 – What we already know and where there are gaps

A. List any existing information/data you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.
<p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
Information is available regarding employees' characteristics and pay from the annual anonymous, voluntary data capture exercise carried out as at 31 st March 2015. Over 70% of staff responded. However, no equality information is currently collated in respect of those staff requesting / subject to job evaluation.
B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)
Of those staff who responded regarding their gender 33.74% were male and 66.17% were female. This is representative of the gender balance of our workforce. The 2015 data relating to the respondents regarding both gender and pay is shown below. According to the data, men were slightly under represented from Grades 1 to 6 and over represented in Grades 10 and above. Women were slightly over represented in the lower grades and significantly under represented in the highest grades. However, a 2013 audit of equal pay within the Council found that pay is being applied fairly.

2015	Grades										
	1,2,3	%	4,5,6	%	7,8,9	%	10+	%	DND	%	All grades
Male	6	27.27	16	30.77	14	34.15	7	58.33	1	12.50	44
Female	16	72.73	36	69.23	27	65.85	5	41.67	4	50.00	88
DND	0	0.00	0	0.00	0	0.00	0	0.00	3	37.5	3
Total	22	16.30	52	38.52	41	30.37	12	8.89	8	5.93	135*

*1 person skipped the question DND=Did not declare

Step 3 – Do we need to seek the views of others? If so, who?

A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.
No. The Council has been audited for Equal Pay and shown to be fairly and consistently applied. Additional HAY evaluators were trained in 2015/16 allowing HDC to ensure panels are balanced and representative.

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
A. Age	The policy is neutral as it is available to all staff and age does not impact on the decision to progress a job evaluation request or the evaluation itself.
B. Disability (physical, visual, hearing, learning disabilities, mental health)	The policy is neutral as it is available to all staff and disability status does not impact on the decision to progress a job evaluation request or the evaluation itself. Hard copies are available from the HR team and staff are able to request information from the HR team or their manager.
C. Gender / Sex	Although women are under represented in higher grades, the policy itself is neutral as it is available to all staff and gender does not impact on the decision to progress a job evaluation request or the evaluation itself.
D. Religious Belief	The policy is neutral and is available to all staff.
E. Racial Group	The policy is neutral and is available to all staff.
F. Sexual Orientation	The policy is neutral and is available to all staff.
G. Transgender	The policy is neutral and is available to all staff.
H. Other protected groups (pregnancy & maternity, marriage & civil partnership)	The policy is neutral and is available to all staff.
I. Other socially excluded groups (low literacy, priority)	No employee data is kept regarding socio-economic status of employees but as HDC's commitment to equality will be observed during the implementation of the policy and procedure all employees should be treated fairly and

neighbourhoods, socio-economic, etc)	reasonable additional support offered if required.
J. All	The HR department consider that the policy is easy to follow and fair to the employee. Followed correctly, the policy and procedure should not treat any employee less favourably than another.

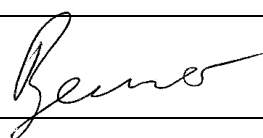
Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
2	A trial will commence to determine the effectiveness of monitoring equality data regarding the use of policies and outcomes.	Elaine Griffin	31 st March 2017

Step 6 – Who needs to know the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	The EIA and the policy will be published on the intranet. Managers of staff without access to the intranet will be asked to issue the revised policy.
Service users	✓	The EIA will be published on the internet.
Partners and stakeholders	✓	The EIA will be published on the internet.
Others	✓	The EIA will be published on the internet.
To ensure ease of access, what other communication needs/concerns are there?	✓	Hard copies of the EIA and policy will be available from the Human Resources Department.

Step 7 – Conclusion (to be completed and signed by the Service Manager)

Please delete as appropriate
I agree with this assessment / action plan
If disagree, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Manager): 
Date: 5 th May 2016

Please send completed & signed assessment to the Equality and Diversity Officer.