

## Pay and Allowances Equality Impact Assessment

<p><b>Name or Brief Description of Proposal</b></p>	<p>Implementation of changes to the Pay and Allowances framework to ensure equal pay compliance, consistency and fairness across the organisation. All staff are affected except Teaching Staff in schools, Apprentices (both groups on separate and national pay and conditions) and staff now working for SCC who have TUPE transferred from other organisations.</p>
<p><b>Brief Service Profile</b></p>	<p>The proposals affect staff in all Directorates across all services. There are inconsistencies that have resulted from a number of local decisions made by managers over a number of years and through a wide range of local agreements. The project was established to address these and to recommend the way forward. Therefore the intended consequences are to ensure equal pay compliance and apply fairness in terms of pay and allowances across the council. The underlying principles are to pay each pay grade the rate for the hours worked and ensure enhancements are fair, equitable and consistently applied.</p>
<p><b>Summary of Impact and Issues</b></p>	<p><b>Customers:</b> There should be little direct impact on customers as the changes affect what and how we pay employees with no proposal to change existing hours or service provision as part of this work. There will be no job losses as part of this project. We do believe that in the out turn treating all employees fairly will result in greater levels of customer service.</p>
	<p><b>Staff:</b> There will be no reduction in staffing levels. While many staff will be unaffected by the changes proposed, some will benefit and others will lose. It is not possible to assess fully at present the impact of the changes on staff by equality criteria as managers will be considering this over the next few weeks. Key changes are:</p> <p><b>Pay:</b></p> <p>Proposals include the implementation of a living wage for lower paid staff (at or below current spinal column point 10) and the reduction of grade overlap on the pay scale achieved through the removal of the bottom spinal column points; these</p>

	<p>elements will see an increase in pay for affected staff. The single pay structure includes former Red Book Craft workers (all will be eligible for future incremental pay awards replacing spot point pay) and Soulbury staff who will receive adjusted pay to reflect the Soulbury rates for their posts. Schools have been recommended to implement the proposed changes.</p> <p><b>Allowances:</b></p> <p>The introduction of a standard allowance framework will replace all existing local arrangements and agreements. This affects staff who receive enhancements for weekend and overtime working, irregular hours, stand by, call out and bank holiday working.</p> <p>Lower paid staff (up to spinal column point 34) will see and increase in leave entitlement of one day to align all areas.</p> <p><b>Car Allowance and Car Parking:</b></p> <p>Chief Officers will no longer receive any car allowance. An open scheme is being developed to offer all staff an option of reduced car parking costs (in line with schemes offered across the City to large employers). Mileage will be paid at HMRC rates.</p> <p>Revised criteria for Contractual Car Users has been agreed; car users will be assessed by post and, where eligible the post will attract a monthly allowance, mileage paid at HMRC rates and a non-contributory car park pass.</p> <p>The estimated impact (subject to final assessment of numbers) is that around 300 existing recipients of monthly allowance payments will lose this payment.</p>
<p><b>Potential Positive Impacts</b></p>	<p>Increased pay for those currently paid below the living wage level; increase in pay for those at the bottom of current pay grades; transparency and fairness of pay and allowances as the new framework is consistently applied.</p> <p>Improved enhancements for weekend and irregular hours working for those currently on little / no enhancement.</p>

## Potential Negative Impacts

No intended consequence for any group – all issues will be reviewed as implementation progresses and a fuller impact assessment with a staffing profile will be developed.

Impact Assessment	Details of Impact	Possible Solutions
Age	None	
Disability	None	
Gender Reassignment	None	
Marriage and Civil Partnership	None	
Pregnancy and Maternity	None	
Race		
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
Community Safety	None	
Poverty	Potential impact on benefit payments to some of those who will receive living wage pay level; unquantifiable impact as benefit payments not known	Signpost information for advice and guidance (SARC and DWP); advice sessions to be offered to groups switching from weekly to monthly pay to help financial management; interest free loan of 4 weeks pay will be offered to people switching from weekly to monthly pay and a period of 12 months will be allowed for repayment commencing Jan 2015.
Other Significant Impacts	None	