

MSDC

Customer Impact and Needs Assessment

Title of Policy/Service: Employment Status/Personnel

Division: Organisational Development

Lead Officer: Tim Martland

Date Assessment completed:

1. SCOPING

1.1 What are the aims of the policy/service?

1. To ensure that the employment status of all contracted employees is equal.
2. To ensure that any policies affecting employment status are equality impact assessed.

1.2 Who does the service/policy affect? Who are the main customers (internal or external)?

All contracted staff, and possibly other non-contracted staff if the employment relationship evolves.

1.3 If your service uses contractors, how do you ensure that they comply with the Council's equality policies and schemes and relevant legislation?

N/A

2. Assessment of Impact and Needs - Supported with evidence from Data and Consultation
(See Guidance Notes for information on completing this section)

	Barriers to service/differential impact	Evidence base	Current actions taken to address these	Further actions required
Race	If there is a comparator, whether they be contracted or non-contracted there has to be equal treatment. All managers must be aware of this in spite of any extra cost.	Job descriptions and person specifications have to be up to date, and any job evaluations/upgrades need to be applied to all.	An Equal Pay Audit has been carried out identifying no discrimination issues. Personnel will continue to monitor other payments.	Formalise a Council Pay policy and ensure there are formal documents on honorariums, market enhancements and other payments..
Religion or Belief	If there is a comparator, whether they be contracted or non-contracted there has to be equal treatment. All managers must be aware of this in spite of any extra cost.	Job descriptions and person specifications have to be up to date, and any job evaluations/upgrades need to be applied to all.	An Equal Pay Audit has been carried out identifying no discrimination issues. Personnel will continue to monitor other payments.	Formalise a Council Pay policy and ensure there are formal documents on honorariums, market enhancements and other payments..
Gender	If there is a comparator, whether they be contracted or non-contracted there has to be equal treatment. All managers must be aware of this in spite of any extra cost.	Job descriptions and person specifications have to be up to date, and any job evaluations/upgrades need to be applied to all.	An Equal Pay Audit has been carried out identifying no discrimination issues. Personnel will continue to monitor other payments.	Formalise a Council Pay policy and ensure there are formal documents on honorariums, market enhancements and other payments..
Disability	If there is a comparator, whether they be contracted or non-contracted there has to be equal treatment. All managers must be aware of this in spite of any extra cost.	Job descriptions and person specifications have to be up to date, and any job evaluations/upgrades need to be applied to all.	An Equal Pay Audit has been carried out identifying no discrimination issues. Personnel will continue to monitor other payments.	Formalise a Council Pay policy and ensure there are formal documents on honorariums, market enhancements and other payments..

	Barriers to service/differential impact	Evidence base	Current actions taken to address these	Further actions required
Sexual Orientation	If there is a comparator, whether they be contracted or non-contracted there has to be equal treatment. All managers must be aware of this in spite of any extra cost.	Job descriptions and person specifications have to be up to date, and any job evaluations/upgrades need to be applied to all.	An Equal Pay Audit has been carried out identifying no discrimination issues. Personnel will continue to monitor other payments.	Formalise a Council Pay policy and ensure there are formal documents on honorariums, market enhancements and other payments..
Age	If there is a comparator, whether they be contracted or non-contracted there has to be equal treatment. All managers must be aware of this in spite of any extra cost.	Job descriptions and person specifications have to be up to date, and any job evaluations/upgrades need to be applied to all.	An Equal Pay Audit has been carried out identifying no discrimination issues. Personnel will continue to monitor other payments.	Formalise a Council Pay policy and ensure there are formal documents on honorariums, market enhancements and other payments.
Income or Skill Level	If there is a comparator, whether they be contracted or non-contracted there has to be equal treatment. All managers must be aware of this in spite of any extra cost.	Job descriptions and person specifications have to be up to date, and any job evaluations/upgrades need to be applied to all.	An Equal Pay Audit has been carried out identifying no discrimination issues. Personnel will continue to monitor other payments.	Formalise a Council Pay policy and ensure there are formal documents on honorariums, market enhancements and other payments..
Residential Location (Rural/ Urban)	If there is a comparator, whether they be contracted or non-contracted there has to be equal treatment. All managers must be aware of this in spite of any extra cost.	Job descriptions and person specifications have to be up to date, and any job evaluations/upgrades need to be applied to all.	An Equal Pay Audit has been carried out identifying no discrimination issues. Personnel will continue to monitor other payments.	Formalise a Council Pay policy and ensure there are formal documents on honorariums, market enhancements and other payments..

3. ANALYSIS AND ACTION PLANNING

Any gaps in information or provision and/or barriers to services identified above need to be translated into SMART targets and recorded here.

These actions then need to be incorporated into service plans so that they can be monitored at service level and also as part of a corporate equalities action plan.

Issue	Action	Lead Officer	Deadline	How will impact be measured?
Education of managers regarding equal pay issues	Training Workshops to be carried out	Tim Martland	June 2009	No equal pay challenges/grievances and a clean Equal Pay Audit next time.
A lack of formalised pay related policies	Complete best practice policies in conjunction with job evaluation exercise	Tim Martland	September 2009	Approval of policies