

MSDC

Customer Impact and Needs Assessment

Title of Policy/Service/Contract: Job Evaluation / HR

Division: Finance, HR & ICT

Lead Officer: Tim Martland

Date Assessment Completed: 30th November 2012

1. SCOPING

1.1 What are the aims of the policy, service/service change or contract?

The aim of the Council's Job Evaluation Scheme is to ensure that all posts are paid fairly, equitably and consistently regardless of sex, age, race, religion and disability etc. The Scheme assesses the post and not the person. All of the Council's posts are being evaluated against the Local Government single status scheme. There will then be a pay modelling process and adoption of a new pay structure.

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

The policies affect all staff except those on Chief Officer grades.

1.3 What equality information is available, including any evidence from engagement and analysis of use of services?

The Council's Workforce Monitoring Data is published as part of our Equality Data. This includes breakdowns of pay by disability, ethnicity, age and gender. Also the gender pay gap.

1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?

The job evaluation scheme in a local government context is particularly geared towards tackling pay issues associated with gender and age. The gender pay gap from the Council's Workforce Statistics 2010/11 was 13.2%.

1.5 Are contractors or partnerships used to deliver the service? Y/N.

Any contractors would not be dealt with under this Scheme, but the management and direction of contractors is accounted for in the scheme.

2. Assessment of Impact; Analysis and Action Planning

Any gaps in information or provision, opportunities to promote equalities and good relations identified above need to be translated into SMART actions and recorded here. These actions need to be delivered and monitored through the service planning process.

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of men and women, including taking account of pregnancy and maternity.				
<p>A lack of attention to the potential equal pay gap during the process could lead to equal pay claims.</p> <p>Employees who do not complete the Job Description Questionnaire (JDQ) or who complete it incorrectly might create a barrier or differential impact.</p>	<p>Gender information has been shared with Unison, and the consultant supporting the Council with pay modelling also has access to this information. Analysis of gender pay is included in the Workforce Monitoring Report. A joint Council/Unison Job Evaluation Steering Group is in place to oversee the whole process, to ensure fairness and equity across the whole of the organisation.</p> <p>Briefings have been held at Management Team and BUL level regarding progress on all aspects of the scheme, as well as guidance to staff for completing the JDQ's. This information is also available via the Council's intranet.</p>	<p>To continue to keep the issue of equal pay at the forefront of the work being carried out, and where possible to minimise the pay gap. If this is not possible, to have a robust justification as to why.</p> <p>Continue with regular Job Evaluation Steering Group Meetings and carry out consistent verifications of evaluated jobs on a regular basis, with a view to implementing the Scheme during 2013/14.</p> <p>Continue to update the Job Evaluation pages on the Council's intranet pages so that staff are kept up to date.</p>	<p>Tim Martland</p>	<p>Any pay modelling exercise needs to take account of gender when grade lines are being drawn up. Changes to the gender pay gap will be through the Workforce Monitoring Report.</p> <p>There needs to be total assurance that the points spreads for grades do not alienate particular groups.</p> <p>Therefore these spreads need to be carefully assessed before being confirmed.</p>

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of different age groups, for example older and younger people.				
As above and attention also needs to be paid to the age related pay gaps.	Analysis of pay by age is also included in the Workforce Monitoring Report.	As above	Tim Martland	As above. Similarly age issues will need to be considered and changes analysed through the Workforce Monitoring Report.
The needs of different ethnic groups including white minorities, but also established white communities.				
As above and attention also needs to be paid to any ethnicity related pay gaps.	Analysis of pay by ethnicity is also included in the Workforce Monitoring Report.	As above.	Tim Martland	As above. Similarly ethnicity issues will need to be considered and changes analysed through the Workforce Monitoring Report.
The needs of disabled people.				
As above and attention also needs to be paid to any disability related pay gaps.	Analysis of pay by disability is also included in the Workforce Monitoring Report.	As above.	Tim Martland	As above. Similarly disability issues will need to be considered and changes analysed through the Workforce Monitoring Report.
The needs of people with a religion or belief.				
None identified.	A staff survey requesting information on religion and belief has been undertaken. It is not currently planned to use this to analyse this by pay.	None at present.		

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of gay men, lesbians, bisexuals and heterosexual people.				
None identified.	A staff survey requesting information on sexuality has been undertaken. It is not currently planned to use this to analyse this by pay.	None at present.		
Issues from marriage and civil partnership.				
As above.	As above.	n/a		
The needs of transgender communities.				
None identified.	Not applicable.	n/a		
The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area.				
No barriers identified	None necessary.	n/a		
The needs of people who live in a rural area.				
No barriers identified	None necessary	n/a		

3. Mid Sussex District Council Equality Impact Assessment Summary

Key Findings	Future Actions
<ul style="list-style-type: none"> The Council's Job Evaluation Scheme is designed to ensure equal pay for the same job and equal pay for work of equal value. This is particularly the case for ensuring that there are no gender or age related pay issues. The scheme seeks to ensure equal pay for the same job and equal pay for work of equal value. All of the Council's posts are being evaluated and a new pay structure put in place. A joint Council/Unison Job Evaluation Steering Group is in place to oversee the whole process and to ensure fairness. 	<ul style="list-style-type: none"> The revised scheme is due to be introduced for 2013/14, with an appeal process in place. The actions through the panellists will continue to be overseen by a Steering Group, with a system of future job evaluations. Pay information by ethnicity, age, disability and gender will continue to be published as part of the Annual Monitoring Report, including the gender pay gap. This will be a key indicator to monitor any changes following the implementation of the new pay structure following completion of job evaluations.

4. Signing off this assessment and action plan

Signature ... *T.Martland*
 Person undertaking the assessment

Date ...30th November 2012.....

Signature ... 
 Head of Service

Date ...30th November 2012.....