



**Proposals for the Implementation of
'Single Status' Equal Pay and
Proposed Changes to Pay and
Conditions of Council Employees**

Report of Don McLure – Corporate Director Resources

Purpose of the Report

- 1 The purpose of the report is to request County Council members to approve the commencement of formal negotiations with the trade unions on job evaluation/single status outcomes and proposed changes to the pay and conditions of our workforce.

Background

- 2 The 1997 National Single Status Agreement for Local Government set in place a national agreement to harmonise the pay arrangements of Local Government workers who had previously had separate and different pay arrangements and service conditions. The employees encompassed by this agreement were those engaged under terms and conditions which are negotiated by the National Joint Council (NJC) for Local Government Services. (Referred to as 'Green Book' employees).
- 3 Prior to Local Government Review (LGR), each local authority in County Durham had approached the implementation of this agreement in a different way and had different arrangements for remunerating their employees. Considerable change then took place at LGR and the former eight authorities successfully integrated to provide all previous functions, services and responsibilities under a single unitary council.
- 4 Since LGR, work has been ongoing regarding the harmonisation of pay and conditions as well as progressing with job evaluation/single status for the whole of our workforce using the National Joint Council scheme. We are now in a position where we can formally move forward to the next stage of formal negotiation with the trade unions.
- 5 Implementation of the job evaluation/single status scheme will strengthen the Council's drive to promote and encourage equality across its workforce as well as helping to facilitate the way in which we operate as an organisation by being more efficient, flexible, responsive and cost effective in the way we work.
- 6 In light of the Single Status agreement continuing to be in place nationally, and for the additional reasons outlined above, a new pay and grading structure has been developed for the Council, and all posts have been assigned to these new arrangements through the process of 'job evaluation'.

- 7 There are two parts to this including:
- Salary proposals
 - Changes to Part 3 Terms and Conditions which are listed at appendix 2 that will impact directly on a large number of employees who currently receive them including contractual overtime, standby, callout, shift allowance and other allowances such as bonus and interim operation allowance.

National Context

- 8 The introduction of Single Status arrangements has been a massive challenge for all local authorities given the complexities of job evaluation and the need for revised terms and conditions of employment. This has resulted in a vastly different local government landscape from an employer perspective with a range of Trade Union responses around the country to local proposals.

Trade Union Engagement

- 10 In April 2009 a Partnership Agreement was signed between the Council and Trade Unions in recognition of the need for joint working. The agreement highlighted the need for constructive partnership between Elected Members, Managers, Employees and Trade Unions.
- 11 In January 2011 it was agreed to strengthen the above framework arrangements to further develop the concept of 'single table bargaining' for the benefit of expedience, whilst at the same time ensuring that negotiation forums remain joined up, meaningful and effective.
- 12 It is positive to report that the Trades Unions have been actively engaged in the job evaluation process and in the development of supporting policy documentation.

Scope

- 13 As detailed in paragraph 2 of this report the single status agreement is applicable to all employees covered by the 'green book' pay and conditions and includes school based support staff.
- 14 Those 120 employees paid above the nationally agreed pay scales i.e. above Spinal Column Point 49 and below head of service level, are not covered by the nationally agreed conditions, and work is ongoing to evaluate these jobs outside of this job evaluation process.
- 16 There are other groups of employees covered by agreements which are not part of the national agreement. These groups include former 'craft' employees including joiners and electricians, Soulbury graded (teaching) and Youth & Community graded employees.
- 17 Whilst not part of the agreement, further work is to be undertaken in relation to these relatively smaller groups under a second phase of work sometime into the future.

Progress to Date

- 18 To date the following stages of the project have been actioned
- (i) a review of the current pay and grading structure, using job evaluation (based on a scored assessment of the scope/responsibilities of each role)
 - (ii) a thorough review of other terms and conditions.
- 19 The process has also involved:
- Managers reviewing all Job Descriptions with staff representatives and Trade Union colleagues.
 - Over 2,200 Job Record Documents (JRDs) developed and evaluated to create a 'rank order' of jobs covering around 12,000 employees.
 - The validity of the data collected through JRDs being checked through a moderation process that has involved working with service groupings to clarify JRD information and understanding of roles.
 - Designing a new pay structure.
 - Proposals drafting changes to additional enhancements and allowances.
 - Ongoing and regular communication with employees.
- 20 As previously mentioned, initial Trade Union engagement has commenced where Trade Union colleagues have worked in partnership with officers in the development of the above process. The next step is to put forward a package of proposals formally to Trade Unions for their consideration and response, by way of more detailed negotiations.

Summary of the Proposals

- 21 The implementation of the pay and grading review will result in a simplified, defensible, fair and equitable pay system for our employees. The key features, which are subject to negotiation and consultation, are proposed to be:
- A pay structure made up of 14 grades, interlinked and overlapping, as shown at Appendix 3
 - Each grade containing a minimum of 5 levels.
 - All staff on incremental progression (within the grade for their role and where the grade allows).
 - All jobs within the Local Government Services ('Green Book') within one pay structure and graded using the National Joint Council (NJC) Job Evaluation Scheme.
 - A new simplified set of 'Part 3' enhancements and allowances as shown at appendix 2.
 - A clear and transparent approach to management of employee appeals which arise as a result of the new pay and grading structure.
 - A pay protection policy which ensures that any reductions to salary that may be experienced by employees are mitigated as far as possible.

Employee Engagement

- 22 Employees have been kept informed through regular Employee Communication Bulletins, and through Corporate Management Team road shows. It is intended

that this process will continue through dedicated bespoke communications that we will put in place to support the issuing of individual letters to all of our workforce affected by the job evaluation process.

- 23 It is recognised that the managing of the implementation process will be a critical task in ensuring that the proposed changes are understood and that employees receive the appropriate support during this period.
- 24 A package of employee supporting materials and briefings will be established to support colleagues through the implementation phase, once a final proposal is agreed for implementation.

Financial Considerations

- 25 The Council's total pay bill includes national insurance and pension contributions of the staff groups included in this process and amounts to around £230m. The current job evaluation proposals would result in an increase to the salary cost whilst the proposed part 3 adjustments would reduce current costs of these enhancements. It is expected that the overall total effect will be an increase to the Council's paybill.
- 26 Any increase in pay costs could be significant in terms of the County Council's Medium Term Financial Plan (MTFP). At the same time there is a recognition that the Council would wish to implement a fair and equitable scheme for its workforce. The actual cost would therefore need to become part of our medium term financial planning process.

Impact on Employees

- 27 The review of job record documents to date has identified approximately 51% of employees whose pay would stay the same, 28% of employees whose pay will increase and 21% face a decrease in basic pay at this stage. This is work in progress and we will continue to review the job record documents for accuracy throughout the negotiation process.
- 28 The current evaluation scheme nationally highlights that those in care type roles are more likely to see an increase in their basic pay as a result of the exercise, with the highest proportion of employees likely to see a decrease or remaining the same coming from some of the professional and technical areas, particularly in support functions. The results for Durham reflect the national picture in this regard.
- 29 Due to the differences in basic pay across the former District and County Council the Council will also have the unusual position of employees in the same workgroups experiencing different impacts on their existing pay when new rates are set.
- 30 As outlined above, communication with employees will continue and intensify as we enter the implementation phase of the project.
- 31 It is envisaged that communication of outcomes to individual employees will only take place following approval on implementation from Council on 29 February 2012.

Equality Impact Assessment

- 32 The implementation of equally pay/single status aims to provide fair and consistent methods of rewarding staff and address the inequalities evident as a result of previous pay structures.
- 33 There are therefore potential equality impacts across the protected characteristics (as defined under the Equality Act 2010) for those employees covered by the 'green book' pay and conditions that are being worked upon as part of the implementation process. (see appendix 4 for initial equality impact assessment).

Next Steps

- 34 Subject to Council approval, formal negotiations with Trade Union representatives will commence immediately. The negotiations framework is in place and a series of Joint Consultative Forums meetings have already been arranged with Trade Union colleagues to ensure that formal dialogue can commence without undue delay.
- 35 As negotiations continue, the intention would be to get to an agreed position with the Trade Unions and to then bring a report back to Full Council on 22 February 2012, seeking formal approval to implement the job evaluation/single status scheme.

Recommendations

- 36 The Council is recommended to:-
- Agree the commencement of formal negotiations with Trade Unions regarding the detailed implementation arrangements of a new pay and grading structure for all employees covered by the 'green book' pay and conditions of employment.
 - Agree to commence negotiations in respect of changes and harmonisation of allowances and other terms and conditions of employees as outlined in appendix 2.
 - Agree that following the trade union consultation and negotiation process that a report is brought to Council for final approval prior to implementation.

**Contact: Kim Jobson – Head of Human Resources & Organisational
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Appendix 1: Implications

Finance

Any increase in pay costs could be significant in terms of the County Council's Medium Term Financial Plan (MTFP). At the same time there is a recognition that the Council would wish to implement a fair and equitable scheme for its workforce. The actual cost would therefore need to become part of our medium term financial planning process. and will be based upon both basic pay and enhancements.

Staffing

The proposed scheme will have an impact on employees who are in posts identified as green (winners) or red (losers). For those identified as being in the red category and for others who are dissatisfied with their evaluation, an appeals process will be put in place.

Risk

Not implementing the scheme will continue to expose the council to risk of continuing tribunal cases based upon allegation of equal pay disparities.

Equality and Diversity/Public Sector Equality Duty

A predictive equality impact assessment has been undertaken and is referenced within the report at paragraphs 32 to 33 and in more detail at appendix 4. This will be revised in the light of the consultation. The aim of job evaluation is to ensure as fair as possible equality of treatment free from unlawful discrimination.

Accommodation

No particular implications in this report

Crime and disorder

No particular implications in this report

Human rights

No particular implications in this report

Consultation

The purpose of the report is to commence a consultative process.

Procurement

No particular implications in this report

Disability issues

No particular implications in this report

Legal Implications

The aim of implementing job evaluation is to implement a fair means of judging rates of pay for work that are not tainted by unlawful discrimination. The NJC scheme is designed to "incorporate the principle of equal pay for work of equal value". Failure to implement a scheme leaves the council vulnerable to further and continued litigation based upon unequal treatment of its employees.

Appendix 2

PROPOSED ALLOWANCES TO BE REVISED

Overtime
Subsistence and Travel Allowances
Acting Up Arrangements – Honoraria
Designated First Aid Payments
Stand-By
Call Out
Night Work
Residential 'Sleep-ins'
Lettings Allowance
Practice Teacher Payments for Social Workers

PROPOSED ALLOWANCES TO BE WITHDRAWN

Compensation buy-out
Enhancements for weekend working as part of the normal working week
Fees and Allowances
Lab Technician Qualification
Washing Down
Swimming Baths Maintenance
Living Allowance
Boiler Firing
Telephone Rental Allowance
Dirty Money
Laundry Allowance
Special Needs Allowance
Community Home Addition
Training Allowance
Mobile Supervisors Allowance
Bat Surveys
Approved Premises Wedding
Rent Allowance
Essential Car User Allowance
Interim Operational Allowance
Catch up' Payments

PROPOSED ALLOWANCES TO BE REVIEWED

Fire/Bomb Allowance
Secure Unit Allowance
GTC Registration
Eye Test Contribution
Electricity, Heating and Lighting Allowance (including for Homeworking)
Protective Clothing

Modern Apprentice Allowance

Emergency Duty Allowance

Appendix 3

Proposed Grading Structure

| Grade | Min Score | Max score | From SCP | To SCP | MIN | MAX |
|-------|-----------|-----------|----------|--------|---------|---------|
| 1 | 0 | 280 | 4 | 11 | £12,145 | £14,733 |
| 2 | 281 | 305 | 9 | 13 | £13,589 | £15,444 |
| 3 | 306 | 324 | 12 | 16 | £15,039 | £16,440 |
| 4 | 325 | 357 | 15 | 19 | £16,054 | £17,802 |
| 5 | 358 | 402 | 18 | 22 | £17,161 | £19,621 |
| 6 | 403 | 418 | 21 | 25 | £19,126 | £21,519 |
| 7 | 419 | 459 | 24 | 28 | £20,858 | £23,708 |
| 8 | 460 | 477 | 27 | 31 | £22,958 | £26,276 |
| 9 | 478 | 509 | 30 | 34 | £25,472 | £28,636 |
| 10 | 510 | 553 | 33 | 37 | £27,849 | £30,851 |
| 11 | 554 | 582 | 36 | 40 | £30,011 | £33,661 |
| 12 | 583 | 605 | 39 | 43 | £32,800 | £36,313 |
| 13 | 606 | 624 | 42 | 46 | £35,430 | £38,961 |
| 14 | 625 | | 45 | 49 | £38,042 | £41,616 |

Appendix 4

Durham County Council – Altogether Better equality impact assessment form

NB: Equality impact assessment is a legal requirement for all strategies plans, functions, policies, procedures and services. We are also legally required to publish our assessments.

You can find help and prompts on completing the assessment in the guidance from page 7 onwards.

Section one: Description and initial screening

| | |
|--|-----------------------|
| Section overview: this section provides an audit trail. | |
| Service/team or section: Human Resources and Organisational Development | |
| Lead Officer: Iain Herdman | Start date: 13.6.2011 |
| Subject of the Impact Assessment: (please also include a brief description of the aims, outcomes, operational issues as appropriate) : Impact of Job Evaluation outcomes | |
| <ol style="list-style-type: none">1. The Single Status agreement was agreed by the National Joint Council for Local Government services and applies to all UK local authorities and organisations with equivalent status. The purpose of the Government’s Single Status agreement, which was devised in 1997, is for Councils to harmonise pay and conditions of service. The agreement also includes responsibilities towards conducting Equality Impact Assessments and Equal Pay reviews.2. An integral part of the Single Status agreement is the development of pay and grading structures based on a structured job evaluation process which will inform the development of pay and grading structures for the Council.3. Durham County Council’s proposals relating to pay and conditions (single status) will affect all employees of Durham County Council under the following terms and conditions of employment:<ul style="list-style-type: none">• ‘Green book’ - the proposals will apply in full | |

The aim of the Pay and Conditions Project (Single Status) is to;

- achieve better equality of pay across ex-manual grade staff and officer grade staff, using a single pay and grading structure and a universal job evaluation scheme
- Address the inequality of men and women's pay who are undertaking work of a similar or equal value within the Council
- Reduce and harmonise the number of allowances and premium rate payments being used and ensure that those remaining are equally applied

The Council aim to commence consultation/negotiation on Single Status with Trades Unions in October 2011 including the new pay and grading structure; proposals for progression; job evaluation, assimilation and appeals process and prior to this we have embarked on a process of regular consultation in relation to the general approach of the Council in relation to job evaluation and review of allowances (part 3 terms and conditions).

The evaluation process utilised by the Council uses the nationally agreed NJC scheme and the computer based system provided by Gauge. The nationally agreed NJC scheme is recognised by Trade Unions and the use of the computerised evaluation process removes subjectivity evident within paper based evaluation systems.

Outcomes, whilst not certain at this point in time due to negotiations over both the proposed new pay and grading structure and part 3 allowances, will ultimately consist of 3 scenarios:

- Employees who experience a reduction in their total reward package (base pay and allowances)
- Employee whose total reward package (base pay and allowances) remains as it is now.
- Employee who experience an increase in their total reward package (base pay and allowances).

It is more difficult to assess outcomes for individuals and groups from the review of allowances, (part 3 terms and conditions). The amount of monetary value received by employees can be linked, for example, to amount of overtime worked which can fluctuate from week to week i.e. it does not remain static and where this is the case an accurate assessment of the impact of any proposals becomes more difficult.

There are however allowances which can be assessed due to the more static nature of their payment and this assessment has tested those particular areas, the details of which are provided within section 2 of this document.

Who are the main stakeholders: General public / Employees / Elected Members / Partners/ Specific audiences/Other (please specify) –

Employees/Managers(as employers)/Elected Members/Trade Unions

Is a copy of the subject attached? No (The draft document will not be available until negotiations with TU's have been completed due to the sensitive and confidential nature of this document i.e. to make available now could compromise the Council's negotiating position)

If not, where could it be viewed?

Initial screening

Prompts to help you:

Who is affected by it? Who is intended to benefit and how? Could there be a different impact or outcome for some groups? Is it likely to affect relations between different communities or groups, for example if it is thought to favour one particular group or deny opportunities for others?

Is there any specific targeted action to promote equality?

Is there an actual/potential negative or positive impact on specific groups within these headings?

Indicate :Y = Yes, N = No, ?=Unsure

Y – Potential negative and positive impacts

| | | | | | | | | | | | |
|--------|---|------------|---|-----|---|----------------|---|--------------------|---|--------------------|---|
| Gender | Y | Disability | Y | Age | Y | Race/ethnicity | Y | Religion or belief | ? | Sexual orientation | ? |
|--------|---|------------|---|-----|---|----------------|---|--------------------|---|--------------------|---|

How will this support our commitment to promote equality and meet our legal responsibilities?

Reminder of our legal duties:

- Eliminating unlawful discrimination & harassment
- Promoting equality of opportunity
- Promoting good relations between people from different groups
- Promoting positive attitudes towards disabled people and taking account of someone's disability, even where that involves treating them more favourably than other people
- Involving people, particularly disabled people, in public life and decision making

This will support our commitment to eliminate discrimination and advance equality as the proposal

- Removes inequalities in the way in which allowances are paid across the Council
- Removes inequalities in the way in which pay and grading decisions are made across the Council

There are potential impacts in relation to all equality characteristics due to the size of the workforce and the range of jobs. The potential impacts may be negative (e.g. overall reduction in reward package) or positive (e.g. more equal terms and conditions or increased reward package). The most likely impacts relate to gender. Whilst the workforce within the Council is predominantly female, allowances are more prevalent within the male part of the workforce and therefore any move to harmonise and simplify payments is likely to have more of a detrimental impact upon this workgroup.

Impacts on other characteristics will be assessed in more detail using workforce data and information from the job evaluation exercise. It will be more difficult to gather evidence on religion or belief and sexual orientation as monitoring of those characteristics was introduced in October 2010 so we do not have accurate and reliable data from workforce profiles.

Some disabled employees may require reasonable adjustments to the process, for example, accessible communications will ensure the Negotiation Process is inclusive. Communications will be available in different formats – also aiming to use Plain English as far as possible.

What evidence do you have to support your findings?

Workforce data which includes employees on and below SCP 49.

The job evaluation exercise has provided a profile of staff who are proposed as likely to gain ('green circles') and those who are likely to have their grade reduced ('red circles'). This data will be used to carry out the full impact assessment. All affected people will be given the opportunity to raise their concerns via staff and trade unions consultation.

Consultation responses will be used to update the final impact assessment.

Decision: Proceed to full impact assessment – Yes

Date:6/7/2011

If you have answered 'No' you need to pass the completed form for approval & sign off.

Section two: Identifying impacts and evidence- Equality and Diversity

Section overview: this section identifies whether there are any impacts on equality/diversity/cohesion, what evidence is available to support the conclusion and what further action is needed.

| | Identify the impact: does this increase differences or does it aim to reduce gaps for particular groups? | Explain your conclusion, including relevant evidence and consultation you have considered. | What further action is required? (Include in Sect. 3 action plan) |
|---------------|---|--|---|
| Gender | <p>a) With regards to job evaluation and the relationship this element of the project has on basic pay i.e. increase and/or decrease it is more likely that men are to be affected by decreases.</p> <p>Whilst a detrimental impact on men this serves to reduce the current pay gap between male and female employees covered by this exercise.</p> <p>b) The review of associated terms and conditions of employment (part 3 arrangements) is in the main a more complex impact to predict.</p> <p>Current proposals outline the intention to remove interim operational allowances</p> | <p>a) Although women make up a greater proportion of the workforce initial analysis shows that proportionately more men will see a decrease in basic pay compared to women covered by this exercise.</p> <p>b) Analysis of the proposals to remove IOA and bonus payments highlights that these are almost exclusively paid to male employees.</p> | <p>Continue to monitor the impact of JE outcomes on gender throughout the negotiation process</p> <p>Identify any 'patterns' and address gaps (if applicable).</p> <p>This will provide a measure of fair treatment under the new policy.</p> <p>Ensure that the impact of the review of allowances on gender is monitored throughout the negotiation process</p> <p>Action Plan of consultation process ongoing.</p> |

| | | | |
|-------------------|---|--|--|
| | <p>(IOA) and bonus payments which is more likely to affect male employees.</p> <p>Whilst a detrimental impact on male employees this proposals serves to reduce current inequalities in the way in which allowances are paid to all employees.</p> | | <p>Ensure women taking maternity leave and staff taking parental or adoption leave or long term sickness are involved and informed to allow fair access to the process.</p> |
| Age | <p>a) The impact on basic pay as a result of job evaluation is likely to have a positive impact in reducing any potential discrimination on groups of younger and older workers.</p> <p>b) The review of allowances is not likely to increase or reduce any differences within this characteristic.</p> | <p>a) The positive impact results from increases in proposed average base pay levels for employees aged between 18-24 and those employees above 55 years of age.</p> <p>Initial analysis suggests a greater proportion of green circles in each of the age groups mentioned above when compared to their relative size of the workforce.</p> <p>b) Current allowances are not based upon length of service or career graded posts but relate solely to the type of role performed across the Council</p> | <p>Continue to monitor the impact of JE outcomes on age throughout the negotiation process</p> <p>Identify any ‘patterns’ and address gaps (if applicable).</p> <p>This will provide a measure of fair treatment under the new policy.</p> <p>Action Plan of consultation process ongoing.</p> |
| Disability | <p>a) Initial analysis suggests some potential detrimental impact of job evaluation on non disabled employees as the majority of staff are not</p> | <p>a) At the time of completing this assessment current records highlight that 3.1% of the total workforce have identified that they have a disability. The data currently held by the Council in relation to disability is not</p> | <p>Continue to monitor the impact of JE outcomes on those employees not recording and recording a disability throughout</p> |

| | | | |
|------------------------------|---|--|---|
| | <p>recorded as having a disability. Further workgroup analysis has been undertaken specifically in relation to disabled employees to ensure there are no particular trends causing concern</p> <p>b) The likely outcomes actually serve to reduce the pay gap between employees returning a disability and those who do not.</p> <p>c) The review of allowances is not likely to increase or reduce any differences within this characteristic.</p> | <p>robust enough to allow for definitive and detailed analysis but will be used as indicative.</p> <p>b) The information reviewed does not show any particular trend within workgroups across the Council. Those individuals declaring a disability, and returning a likely reduction in base pay are mainly within wider workgroups where the same reduction in base pay is evidenced regardless of disability.</p> <p>c) After looking at the evidence available the payment of allowances is predominantly contained within workgroups where most employees have not recorded a disability.</p> | <p>the negotiation process</p> <p>Identify any ‘patterns’ and address gaps (if applicable).</p> <p>This will provide a measure of fair treatment under the new policy.</p> <p>Action Plan of consultation process ongoing.</p> <p>Ensure reasonable adjustments and accessible communications are provided to enable disabled staff fair access to the process.</p> |
| <p>Race/Ethnicity</p> | <p>a) The proposal to implement a new pay and grading arrangement for employees included within this exercise has the potential to adversely affect workgroups and indirectly discriminate against employees on the grounds of race/ethnicity. However further specific</p> | <p>a) The current proposals identify groups of employees where it seems apparent there is a disproportionate negative impact.</p> <p>The potential negative impact would be a higher proportion of employees from an Asian British or other Asian ethnic background suffering a reduction in basic pay when compared to other employee groups.</p> | <p>Continue to monitor the impact of JE outcomes on race/ethnicity throughout the negotiation process</p> <p>Identify any ‘patterns’ and address gaps (if applicable).</p> |

| | | | |
|---------------------------|---|---|--|
| | <p>analysis showed that actual impact was related to particular workgroups and not linked to ethnic origin.</p> <p>b) The review of allowances is not likely to increase or reduce any differences within this equality strand.</p> | <p>Further analysis of the data shows the individuals within the above ethnic groups are part of wider workgroups where likely reductions in base pay would apply consistently across the group. There is no specific differential impact for those employees when compared to the broader white British employees in the same workgroups.</p> <p>b) After looking at the evidence available the payment of allowances is predominantly within workgroups where there is a predominance of white British employees.</p> | <p>This will provide a measure of fair treatment under the new policy.</p> <p>Action Plan of consultation process ongoing.</p> |
| Religion or belief | Impact cannot be determined due to the unavailability of appropriate data. | Whilst, as with the other equality strands, the job evaluation exercise has the potential to have positive and/or adverse impact it is not possible to test this due to the lack of robust data upon which to base any analysis. Monitoring of religion or belief was only introduced in October 2010 so data is currently limited. Where evidence becomes available through staff or TU consultations this will be considered as part of the updated impact assessment. | Action Plan of consultation process ongoing. |
| Sexual orientation | Impact cannot be determined due to the unavailability of appropriate | Whilst, as with the other equality strands, the job evaluation exercise has the potential to have | Action Plan of consultation process |

| | | | |
|--|-------|--|----------|
| | data. | positive and/or adverse impact it is not possible to test this due to the lack of robust data upon which to base any analysis. Monitoring of sexual orientation was only introduced in October 2010 so data is currently limited. Where evidence becomes available through staff or TU consultations this will be considered as part of the updated impact assessment. | ongoing. |
|--|-------|--|----------|

How will this promote positive relationships between different communities?

N/A

Section three : Review and Conclusion

Summary: please provide a brief overview, including impact, changes, improvements and any gaps in evidence.

The review of the total reward package (base pay and allowances) has the potential of having both positive and negative impacts on all staff covered by the NJC for Local Government Services. This review has commenced to provide fair and consistent methods of rewarding staff and address the inequalities evident as a result of previous arrangements.

The review of the total reward package will be negotiated with recognised Trades Unions via CMT approved consultative framework.

The most likely impact is in relation to gender where more women are likely to gain than men; this is due to the overall aim of removing past inequalities and the historical nature of some allowances related to male dominated roles. Initial analysis shows that younger and older employees may gain from pay structure changes. Impact on disability and race are not likely to be negative. Initial evidence suggesting a potential negative for Asian and Asian British staff was tested against the wider workgroup and found no differential impact.

Information from Resourcelink relating to sexual orientation or religion/belief is limited due to the recent introduction of monitoring for these characteristics.

Discussions and negotiations with unions which alter job evaluation outcomes or part 3 allowances will be analysed using workforce data throughout the negotiation process. Analysis of emerging draft proposals will identify any patterns and provide an opportunity to address equality aspects.

| Any evidence from the consultation and more detailed analysis of workforce data will be used to update the final impact assessment. | | | |
|---|--|-------------|---------------------------------------|
| Action to be taken | Officer responsible | Target Date | In which plan will this action appear |
| Trade Union Consultation ongoing. | | ongoing | Project Plan. |
| Monitor the impact of the proposals on all employees looking specifically at those equality categories detailed in this assessment. Identify any 'patterns' and address gaps (if applicable). | Iain Herdman/Joanne Kemp | ongoing | Project Plan |
| Update EIA before final decision, including results of consultation (ensure equality characteristics are monitored to enable analysis). | Iain Herdman/Joanne Kemp | October | Project Plan |
| Ensure reasonable adjustments for disabled staff are made to enable fair access to the process. Also arrangements for staff on maternity or long term sickness to be included where required. | Iain Herdman/Joanne Kemp | ongoing | Project Plan |
| When will this assessment be reviewed? | Date: February 2012 and throughout the negotiating process to understand impacts of proposed changes to original proposals | | |
| Are there any additional assessments that need to be undertaken in relation to this assessment? | | | |
| Lead officer - sign off: | | | Date: |

| | |
|---|-------|
| Service equality representative - sign off: | Date: |
|---|-------|

Please email your completed Impact Assessment to the Equality team - equalities@durham.gov.uk