

**Equality Impact Assessment
Level One Assessment Form**

Service Area: Human Resources.

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
Job Evaluation and Re-evaluation Procedure	
2. What are the aims or intended outcomes of the policy to be assessed.	
<p>The aim of the procedure is:</p> <ul style="list-style-type: none"> • To maintain the integrity of the grading structure by ensuring all pay is related to the weight of post in terms of objective factors such as supervisory responsibility, decision making, knowledge and skills etc. and not any arbitrary factors related to individuals 	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
<p>PUBLIC</p> <p>No</p>	<p>STAFF</p> <p>No</p>
4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of	
<ul style="list-style-type: none"> a. Race No (see below) b. Religion No (see below) c. Gender No (see below) d. Disability No (see below) e. Sexual Orientation No (see below) f. Age No (see below) 	

The procedure has been the subject of extensive consultation with key stakeholders e.g. Service Managers, Trades Unions, internal equality focus groups. No concerns were raised as it was accepted that the procedure provided a means to establish the worth of a post irrespective of the characteristics of the individual jobholder.

The scheme used is based on the Greater London Scheme which has been assessed as inherently neutral in terms of ETG characteristics. This scheme has also been ratified by the former Equal Opportunities Commission. Many types of Council have adopted this scheme.

5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues

Extensive consultation has already taken place (see above).

However, the procedure will be reviewed after 12 months by HR in relation to the number of requests received, outcomes etc. and its operation monitored in relation to ETGs

6. How will the views of these groups be obtained

Through the LJNCC group and staff consultation groups. Our two internal equality focus groups look at issues of race, religion, gender and sexual orientation and age, disability and caring status.

7. Please detail the outcomes of these consultations

The comments received were incorporated where possible and where not an explanation was provided e.g. the Trade Unions objected to a person having to be in post for 12 months before their job could be evaluated so some flexibility around how long an employee must be in post before a job may be re-evaluated was introduced.

8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's

Non Identified. An analysis was conducted before and after job evaluation in respect of those who gained, those whose posts stayed the same and those

whose posts was reduced in grade. This did not identify any areas of concern in respect of ETGs being affected disproportionately

9. Considering the evidence above what priority would you give this policy in relation to the Equality Target Groups. Please provide a rationale for your conclusions

	High	Medium	Low
Disability			x
Race			x
Gender	X		
Sexual Orientation			x
Age			x
Religion or Belief			X
<p>There has historically been a tendency for pay systems within local government to be unequal in respect of gender with a higher value being placed on work traditionally done by men e.g. via bonus payments. However, within Hyndburn there are no bonus payments and all pay is now based on the worth of individual jobs based on the agreed JE scheme. There have been some issues re equal pay where Council's have conducted job evaluation and paid protection to those who lose out where the previous higher pay was related to bonuses paid mainly to male staff. However, we did not pay any protection related to bonuses.</p>			

10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?

None identified

11. What steps will you take to address any unjustified impact

N/A

12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances

N/A

13. How will you monitor the effect of this function, policy etc on the equality target groups

This will be monitored within HR to determine the outcome of any requests for re-evaluation for each of the ETGs to establish whether there is any differential impact, which would then need to be investigated.

14. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included

Yes

15. Does this Policy need to be fully impact assessed? Please give reasons

No – is a clear framework for all staff to follow – would require impact assessment if future data indicates a potential discrimination to ETGs

Name: Bernadette Mullen
Signed

Service: HR
Dated: 31 March 08

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed

Date