

# Diversity impact assessment

<b>TITLE</b> <i>Name/description of the issue being assessed</i>	<b>Review of Pay Progression Scheme</b>
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<b>DATE</b> <i>Date the DIA is completed</i>	<b>6 November 2015</b>
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<b>LEAD OFFICER</b> <i>Name of person responsible for carrying out the DIA.</i>	<b>Carrie McKenzie Head of HR and Organisational Change</b>
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**1 Summary description of the proposed change**

- *What is the change to policy/service/new project that is being proposed?*
- *How does it compare with the current situation?*

**The report is a review of the Pay Progression Scheme.**

**The scheme has been revised following an invitation to all council personnel engaged under the Pay Progression Scheme, Trade Unions and Employee Forums.**

**There are two proposed changes:**

- i) Increase the number of assessment levels from 3 to 4, splitting Level 1 into 1A and 1B. Those personnel assessed at Level 1B would be rewarded with an additional days annual leave.**
- ii) Staff who have less than 6 months work activity at the point of assessment due to sick leave will be assessed on a case by case basis in consultation with HR.**

**2 Summary of evidence used to support this assessment**

- *Eg: Feedback from consultation, performance information, service user records etc.*
- *Eg: Comparison of service user profile with Medway Community Profile*

**Comment from the Trade Unions and Employee Forums on the proposed changes was sought at the end of September, however no comments were**

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received. The invitation to comment was then broadened to staff during the period 5 October 2015 to 16 October 2015, with 9 comments being received. A summary of these comments are contained within the main body of the report.

### 3 What is the likely impact of the proposed change?

*Is it likely to :*

- *Adversely impact on one or more of the protected characteristic groups?*
- *Advance equality of opportunity for one or more of the protected characteristic groups?*
- *Foster good relations between people who share a protected characteristic and those who don't?*

*(insert ✓ in one or more boxes)*

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age			X
Disability			X
Gender reassignment			X
Marriage/civil partnership			X
Pregnancy/maternity			X
Race			X
Religion/belief			X
Sex			X
Sexual orientation			X
Other (e.g. low income groups)			X

### 4 Summary of the likely impacts

- *Who will be affected?*
- *How will they be affected?*

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The revisions to the Policy are unlikely to have an adverse impact

**5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?**

- *Are there alternative providers?*
- *What alternative ways can the Council provide the service?*
- *Can demand for services be managed differently?*

**Not applicable**

**6 Action plan**

- *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*

Action	Lead	Deadline or review date
Not applicable		

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## 7 Recommendation

The recommendation by the lead officer should be stated below.  
This may be:

- to proceed with the change implementing action plan if appropriate
- consider alternatives
- gather further evidence

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

**Not applicable**

## 8 Authorisation

The authorising officer is consenting that:

- the recommendation can be implemented
- sufficient evidence has been obtained and appropriate mitigation is planned
- the Action Plan will be incorporated into service plan and monitored

**Assistant  
Director**

Tricia Palmer

**Date**

6 November 2015

Contact your Performance and Intelligence hub for advice on completing this assessment

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Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication