

<b>TITLE</b>
<b>New Policy: MedPay Performance Progression &amp; Pay (PPP) Policy 2024</b>
<b>DATE</b>
04/11/2024
<b>LEAD OFFICER.</b>
Nicola Trainor
<b>1 Summary description of the proposed change</b>
What is the change to policy / service / new project that is being proposed? How does it compare with the current situation?
<p>This policy has been reviewed and updated following the changes to the MedPay pay scheme because of the MedPay project review.</p> <p>The PDR process has been replaced with a new performance appraisal, which includes a wellbeing and career conversation. The performance appraisal no longer has a performance related pay element to it. Career progression frameworks (CPFs) have been created for all roles, enabling individuals to progress within their range from spot point A to B to C.</p> <p>This policy makes the links between performance appraisal, career progression framework and the Council's pay protocol process, which includes the negotiation of an annual cost-of-living award (COLA).</p> <p>A draft version of this new policy was presented to EMC in June 2023 and this is now the final updated version.</p>
<b>2 Summary of evidence used to support this assessment</b>
E.g. Feedback from consultation, performance information, service user. E.g. Comparison of service user profile with Medway Community Profile
<p>The revised policy was shared with Employee Groups and Trade Unions. Feedback provided included (LIST if required including where suggestions have been adopted).</p> <p>This policy is informed by the following legislation:</p> <ul style="list-style-type: none"> <li>• The Equality Act 2010</li> <li>• National Minimum Wage Act 1998</li> <li>• Employment Rights Act 1996</li> </ul>

# Diversity impact assessment

### 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 Yes when there is an impact or No when there isn't)

Protected characteristic groups (Equality Act 2010)	Adverse impact	Advance equality	Foster good relations
Age	No	Yes	Yes
Disability	No	Yes	Yes
Gender reassignment	No	Yes	Yes
Marriage/civil partnership	No	Yes	Yes
Pregnancy/maternity	No	Yes	Yes
Race	No	Yes	Yes
Religion/belief	No	Yes	Yes
Sex	No	Yes	Yes
Sexual orientation	No	Yes	Yes
Care experience	No	Yes	Yes
Other (e.g. low income groups)	No	Yes	Yes

### 4 Summary of the likely impacts

Who will be affected?

How will they be affected?

All employees subject to MedPay PPP terms and conditions of employment will be affected by this policy. The affects of this policy are to provide a fair and transparent process of performance appraisal and pay. The performance and pay link has been removed from the performance appraisal. All employees will receive the COLA. All employees will be placed on spot points within the salary range based on an assessment against the career progression framework.

# Diversity impact assessment

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

What alternative ways can the Council provide the service?

Are there alternative providers?

Can demand for services be managed differently?

No adverse impacts are likely from the implementation of this policy.

## 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
All career progression frameworks are subject to a process of quality assurance	Head of Council Planning & Programmes	Ongoing
Monitoring of the performance appraisal and career progression framework application to progress process will take place by HROC	Head of Council Planning & Programmes	Ongoing

## 7 Recommendation

The recommendation by the lead officer should be stated below. This may be: to proceed with the change, implementing the 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.

It is recommended that the revised MedPay PPP policy is adopted.

There are no likely adverse impacts noted as part of this DIA. Monitoring of the effectiveness of the policy will be carried out through the analysis of HR data and from any feedback received from the wider organisation. Following the launch of the policy (and through any training provided) feedback will be requested to review and amend as required.

## 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 the relevant Service Plan and monitored

### Assistant Director

Sam Beck-Farley – Chief Organisational Culture Officer

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**Date of authorisation:**