

EMPLOYMENT MATTERS COMMITTEE

28 SEPTEMBER 2011

PROPOSALS ON PAY

Report from/Author: Tricia Palmer, Assistant Director, Organisational Services

Summary

This report covers the proposals on pay, including changes to incremental progression and asks the Committee to note the arrangements for consultation.

1. Budget and Policy Framework

1.1 In accordance with the Council's Constitution, it is within the remit of this committee to note these proposals and agree the arrangements for consultation. Any decision on changes to pay will need to be agreed at Full Council as part of the budget setting process.

2. Background

2.1 The Cabinet meeting on 6 September 2011 considered the medium term financial plan (MTFP). This plan reviewed the major financial issues facing the Council over the next three years and provided a framework for the more detailed preparation of the draft revenue budget 2012/15. It is clear that the financial arrangements for the Council continue to be extremely difficult and this will continue in the medium term. The funding gap for the next financial year is projected at £9.5 million after taking into account some efficiencies and savings and assumes a council tax increase of 2.5%. In addition the cost of incremental progression continues to run at around £1.6 million per year. The MTFP currently includes no increase for pay and therefore relies on no overall increase in the pay bill, which for all staff is £215 million, of which £125 million is for services funded through the Dedicated Schools Grant (DSG) and Housing Revenue Account (HRA) with the remaining £90m being borne through council tax and other grant. It is worth noting that every 1% increase in the council tax component is therefore some £900,000 additional pressure against the £9.5 million deficit. The signs are that nationally there will not be a cost of living award next year, although the trade unions intend to make a claim. As part of the decisions made at that meeting, the Cabinet authorised the commencement of a consultation aimed at freezing incremental progression for the next 2 years to meet the financial constraints set out in the plan (decision no. 105/2011).

2.2 The committee will be aware that incremental progression was frozen last year and linked with a 0% national pay award that meant that individuals did not receive a pay rise at all. The change of contract that removed the incremental

progression for one year was achieved through a collective agreement with the trade unions. In return the Council made a one-off payment of £250 to employees earning £19,000 or less a year at a cost of just over £130,000.

3. Advice and analysis

- 3.1 Officers have carried out a significant amount of work on analysing pay arrangements and reviewing the possible options available to limit the continuing financial increases due to incremental progression. These options ranged from coming out of national pay arrangements, which would allow for local negotiation to reducing the length of the pay scales and removing some allowances and/or freezing increments again. Members will be aware that the council currently has a pay structure, which includes long overlapping grades, with many of the grades having ten incremental points. Incremental progression is timed served, i.e. you are entitled to your increment on an annual basis. Within the current contract of employment the increment cannot be withheld unless formal proceedings on capability/performance have been implemented. The salary scales and grading structure are shown at Appendix 1.
- 3.2 As stated previously, the cost of incremental progression is £1.6 million year on year and is therefore a significant increasing cost. If incremental progression continues, then savings will have to be found elsewhere. It was apparent from the review of pay arrangements that other options on pay do not yield sufficient savings to fund incremental progression, even if they are agreed as an acceptable way forward.
- 3.3 Clearly Medway Council is not in a unique position in having to tackle pay arrangements, and Appendix 2 shows the actions other authorities are taking to contain their pay bill. The committee will appreciate that some Councils have taken some very radical action by reducing pay and/or removing allowances completely. This is clearly not without pain and a number of them are in dispute with the trade unions and their employees. Many other Councils we approached had not considered the matter fully yet as part of this year's budget setting or were unable to divulge the detail of their deliberations.

4. Proposal

- 4.1 As it is clear that the financial position of the council will not improve in the medium term, it is proposed that incremental progression is frozen from April 2012 for 2 years. It is recognised that this is a difficult message for employees and clearly it will be important to communicate and consult thoroughly with staff and trade unions on this.
- 4.2 Appendix 3 shows the proposed consultation and timetable with the trade unions and employees, and allows for 90 days consultation. Clearly the council would wish to reach a collective agreement on this matter and will continue to negotiate with the trade unions. However should it not be possible to reach agreement then it will be necessary to dismiss and re-engage on new contracts all those employees affected (1944). Employees could individually agree to a variation of contract, but for those that do not they will be given contractual notice of between one and three months and re-engaged on new terms.

- 4.3 There are currently 851 (30.45%) employees on the top of their grade, therefore 1944 (69.55%) employees would be affected by this proposal. However, all employees will be consulted on this proposal.
- 4.4 The proposed increment freeze, however, will not deal with the issue of long incremental grades and as indicated in last year's discussions it will be important to undertake further work to assess whether the current pay structure is fit for purpose. Any further proposals on this will of course be the subject of consultation with employees and trade unions.

5. Risk management

- 5.1 The risks in relation to these changes relate to personal financial effects for employees and how this may affect morale, motivation and performance, particularly in the light of other financial pressures and no cost of living pay award. There are also some risks in losing highly valued skills of employees who may decide to find employment elsewhere.

6. Financial and legal implications

- 6.1 The financial implications are outlined in paragraph 3.1 above. If the £1.6 million is not found from freezing increments it will have to be found from elsewhere in the council's budget.
- 6.2 If the above proposal is agreed, this would result in a change to the current contractual terms and conditions of employment for the staff affected. In order to implement these changes, it will be necessary for the council to reach agreement with individual employees by agreeing a variation to their current contracts of employment. In the event that an agreement cannot be reached with the individual employee or a collective agreement cannot be reached with the Trade Unions, the council can then proceed to unilaterally vary the existing contract by issuing the employee with the contractual notice to terminate their current employment contract and then issue the new contract of employment incorporating the new term which would effectively result in the freezing of entitlement to incremental progression. If the variation is not agreed with the individual employee, a right of appeal would be available and details of the appeal process would be provided at that time. A senior manager would consider any appeals.
- 6.3 The Council must ensure that the process for any changes to contracts of employment complies with the required statutory obligations to inform and consult employees both collectively and individually under Section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992. There is a risk that legal challenges may be brought should agreement not be reached with employees either individually or collectively with the trade unions. Successful legal challenges will be minimised by ensuring that full and meaningful consultation takes place and that Diversity/Equality Impact Assessments are carried out as per the council's obligations under the Equality Act 2010.

7. Diversity Impact Assessment

- 7.1 The Diversity Impact Assessment (DIA) Screening is attached as Appendix 4. A full DIA will be required on this proposal and will be presented to this Committee as part of the decision making process.

8. Recommendation

- 8.1 The Employment Matters Committee is asked to note:
- The details of the proposal outlined in section 4.
 - The consultation process for staff and trade unions.
- 8.2 The Employment Matters Committee is asked to decide if there are any particular issues they would wish to be considered as part of the consultation process.

Lead officer contact

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Background papers

Cabinet Report - Medium Term Financial Plan 6 September 2011

Appendix 1: MEDWAY Salary Scales																							
	1st April 2008	1st April 2009	Hourly Rate 2009																				
57	48,895	49,384	25.5970																				
56	47,859	48,338	25.0549																				
55	46,851	47,320	24.5272																				
54	45,859	46,318	24.0078																				
53	44,892	45,341	23.5014																				
52	43,942	44,381	23.0039																				
51	43,010	43,440	22.5161																				
50	42,104	42,525	22.0418																				
49	41,204	41,616	21.5707																				
48	40,338	40,741	21.1171																				
47	39,460	39,855	20.6579																				
46	38,575	38,961	20.1945																				
45	37,665	38,042	19.7182																				
44	36,838	37,206	19.2849																				
43	35,953	36,313	18.8220																				
42	35,079	35,430	18.3643																				
41	34,207	34,549	17.9077																				
40	33,328	33,661	17.4474																				
39	32,475	32,800	17.0011																				
38	31,439	31,754	16.4589																				
37	30,546	30,851	15.9909																				
36	29,714	30,011	15.5555																				
35	28,947	29,236	15.1538																				
34	28,353	28,636	14.8428																				
33	27,573	27,849	14.4349																				
32	26,784	27,052	14.0218																				
31	26,016	26,276	13.6195																				
30	25,220	25,472	13.2028																				
29	24,402	24,646	12.7747																				
28	23,473	23,708	12.2885																				
27	22,730	22,958	11.8997																				
26	22,001	22,221	11.5177																				
25	21,306	21,519	11.1539																				
24	20,652	20,858	10.8113																				
23	19,998	20,198	10.4692																				
22	19,427	19,621	10.1701																				
21	18,937	19,126	9.9135																				
20	18,270	18,453	9.5647																				
19	17,626	17,802	9.2272																				
18	16,991	17,161	8.8950																				
17	16,663	16,830	8.7234																				
16	16,278	16,440	8.5213																				
15	15,895	16,054	8.3212																				
14	15,570	15,725	8.1507																				
13	15,291	15,444	8.0050																				
12	14,891	15,039	7.7951																				
11	14,587	14,733	7.6365																				
10	13,703	13,874	7.1913																				
9	13,421	13,589	7.0435																				
8	13,027	13,189	6.8362																				
7	12,629	12,787	6.6278																				
6	12,334	12,489	6.4734																				
5	12,160	12,312	6.3816																				
4	11,995	12,145	6.2951																				
Point	GRADES																						

Appendix 1 - Senior Officer payscales

SPINE POINT	01/04/03	01/04/04	01/04/05	01/04/06	01/04/2007	01/04/2008	01/04/2009
01.00	33,690	34,617	35,637	36,687	37,595	38,629	39,015
02.00	35,022	35,985	37,047	38,139	39,083	40,158	40,560
03.00	36,357	37,356	38,457	39,591	40,571	41,687	42,104
04.00	37,695	38,733	39,876	41,052	42,068	43,225	43,657
05.00	39,024	40,098	41,280	42,498	43,550	44,747	45,194
06.00	40,359	41,469	42,693	43,953	45,041	46,279	46,742
07.00	41,694	42,840	44,103	45,405	46,529	47,808	48,286
08.00	43,026	44,208	45,513	46,857	48,017	49,337	49,830
09.00	44,358	45,579	46,923	48,306	49,502	50,863	51,372
10.00	45,696	46,953	48,339	49,764	50,996	52,398	52,922
11.00	47,025	48,318	49,743	51,210	52,477	53,920	54,459
12.00	48,360	49,689	51,156	52,665	53,968	55,452	56,007
	01/04/03	01/04/04	01/04/05	01/04/06	01/04/2007	01/04/2008	01/04/2009
SPECIAL ALLOWANCE	4,000	4,113	4,233	4,356	4,464	4,587	4,633

Local Authority	No. of employees	Actions re pay
Ashford Borough Council	500	The council has set its budget for next year – no pay award for two years.
Tonbridge & Malling Borough Council	350	Paying increments for 2012/13– there is budgetary provision for a pay award but no promises have been made – probably know position better nearer April
Tunbridge Wells	400	Moved to local pay last year, it is now using a contribution pay system. Pay rises will be individual. They are not having a cost of living rise but will be benchmarking salaries against the South East not-for-profit sector.
Gravesham Borough Council	630	Any pay award would be in accordance with the NJC – they will be paying increments 2012/13.
Sevenoaks District Council	430	Currently in the third year of pay freeze. They have wide salary bands and are currently in consultation to reduce long pay grades to much shorter. They pay one increment plus possible bonus of £250 for “high quality” or £500 for “outstanding” work. This is continuing, there are no proposals to change.
Kent County Council	44000	They have an agreed process for annual negotiation with the trade unions which has not yet started – likely to be signed off February time.
Southampton	4300	<i>Per BBC news article:</i> The council have dismissed and re-engaged staff, in doing so those earning more than £17,500 p.a. took a pay cut between 2% and 5.5%. More than 99% of staff signed the new contract. Ten staff did not sign.
Shropshire Council	11253	The council intends to dismiss and re-engage all employees from 1 October 2011. Dismissal letters have been sent to staff. The revised terms and conditions include a pay cut of 2.7% from October for the first year and the potential for a further 2.7% pay cut from October 2012 (this is being negotiated separately with the unions). They have asked employees to accept a voluntary change in which case their three months notice would be withdrawn. A considerable number accepted voluntarily but have since withdrawn on the advice of the unions due to pension implications. On 1st October, if employees turn up for work it will be deemed that they have accepted the new terms. They have also frozen their increments until 2013.
Birmingham City Council	59000	Birmingham have dismissed and re-engaged on the basis of withdrawing and absorbing a number of costly allowances as opposed to implementing a pay cut across the board Their new contracts start on 1 November 2011. Approx 60% of staff so far have voluntarily accepted the new contract.
Neneaton and Bedworth Borough Council	750	Staff to finish an hour earlier each day saving £750k p.a.
Dorset County Council	12617	<i>Local press article:</i> “Staff at will have to take 12 unpaid leave days a year under plans to save £55m by 2013/14. The Conservative-run authority has already announced that 500 jobs were set to go while pay for unsociable working would be reduced. The 12 days unpaid leave is effectively a 3.3% pay cut being talked about in different terms.
Sefton Council	7711	5% pay cut for all employees earning over £21k.

Appendix 2

Derby City Council	12000	Cutting the working week and pay by one hour to 36 hours, reducing sick pay and charging for staff parking.
Blackpool	7900	4 days unpaid leave, freeze on increments and ending free staff care parking.
Rochdale Metropolitan Borough Council	10000	Pay cut of 2.5% for staff and 5% for managers. One weeks unpaid leave and removal of sick pay for the first three days.

Consultation Document for Trade Unions – Proposal to freeze increments for a further two years from April 2012

1. Background

Every September the Council produces its Medium Term Financial Plan which sets out the Council's expected funding and spending over a three year period. This year's plan was considered by Cabinet on 6 September.

The publication of the plan marks the start of the council's annual budget setting work for the next financial year. The budget setting process concludes early next year with consideration of budget proposals by Cabinet on 14 February and by full council on 23 February.

Last year's plan was set in unprecedented turbulent times for the public sector. Reductions in funding received from central government and the demographic pressures on many council services remain a challenge.

The government's spending review late last year provided some clarity about how much council funding would be cut. However there are still some areas of government funding where we are not clear about the impact of cuts on council budgets.

Our transformation programme, Better for Less, was set up last year to help the council radically change working practices and to respond to the twin challenges of improving the quality of services and reducing costs. This is well on track to deliver savings in the current and subsequent financial years.

However the improvements to services and savings that will be delivered are only part of the picture. It has always been understood that hard decisions will need to be made in the budget setting process for 2012/13 to ensure the council can achieve a balanced budget.

Work has already begun on the category management project which is expected to deliver substantial savings through more effective commissioning and procurement as well as through renewing many of the council's existing external contracts. Work is already underway to achieve improvements in services and reductions in costs through changes in adult social care, SEN provision and property rationalisation.

Last year you will be aware that we reached a collective agreement with trades unions to freeze incremental progression for one year to help achieve a balanced budget. However we cannot ignore the impact on our finances of the growth of the council's staff pay bill over the next three years. For example next year the additional cost of incremental progression is forecast to be around £1.6 million.

In light of this a meeting took place with trades unions on 31 August to start consultation with staff and unions on a further two year freeze to incremental

pay progression from April 2012 as part of a range of options to help the council address the challenges facing it.

The council is part of the national pay negotiations and will honour any nationally negotiated changes to pay that staff are entitled to.

The management team has been working closely with members on these measures and recognises that some of them will be difficult for staff and their families.

2. Proposal

The proposal is to freeze increments for a further two years from April 2012.

Of the staff group involved, there are approximately 1944 staff not on the top of the grade and 851 staff on the top of the grade. Therefore if the proposal is agreed, 69.55% of staff would be affected and 30.45% would not be. We are consulting both groups of staff on this proposal.

There are statutory provisions for teachers' increments and teachers are not included in these proposals. It will be for each school governing body to decide whether or not to consult on the proposal with support staff in their school.

There was early consultation with you on 31 August 2011 and early notification to staff on 1 September 2011.

It is recognised that, if the above proposal is agreed, this would result in a change to the current contractual terms and conditions of employment for the staff affected.

In order to implement these changes in the absence of trade union agreement, it will be necessary for the council to reach agreement with individual employees by agreeing a variation to their current contracts of employment. In the event that an agreement cannot be reached with the individual employee, the council can then proceed to unilaterally vary the existing contract by issuing the employee with the contractual notice to terminate their current employment contract and then issue the new contract of employment incorporating the new term which would effectively result in the freezing of entitlement to incremental progression for a further two years. If the latter is the case, a right of appeal would be available and details of the appeal process would be provided at that time. A senior manager would consider any appeals.

You will note from the timetable below that the Employment Matters Committee on 18 January 2012 will consider all responses and make recommendations to Cabinet on 14 February 2012 who will make recommendations to Council on 23 February 2012, where the final decision will be made.

If the proposal is agreed by full Council on 23 February 2012, and if we have not reached agreement with you, contractual notice will be given to the affected employees who have not agreed to the proposed variation to contract. Contractual notice will vary from one month to three months depending upon individual contracts.

For staff whose increment is normally paid on 1 April:

If the notice period is one month, the increment will be frozen from 1 April 2012 for two years.

If the notice period is longer than one month, the increment will be paid and then removed from the start date of the new contract of employment. For example, for staff entitled to a two-month notice period, they would receive the increment on 1 April 2012 but it would be removed two months after they had been given notice and offered the new contract. So, if notice were given on 25 February 2012, the increment would be paid on 1 April 2012 but removed on 25 April 2012.

For staff whose increment is normally paid on 1 September:

Notice would be given during late February/early March 2012 that the increment would be frozen from 1 September 2012 for two years.

For staff who would normally have received an increment on the anniversary of their appointment:

Appropriate notice would be given on a case-by-case basis

For staff commencing employment or promoted on or after 2 October 2011 who would normally have received an increment on the 6-month anniversary date of the start date or promotion:

Appropriate notice would be given on a case-by-case basis.

Staff will be asked towards the end of the consultation period to let us know whether, if the proposal is agreed at the Council meeting on 23 February 2012, they are willing to accept a variation to their individual contract. If that is the case, there will be no need to issue notice to those staff and a variation to contract will be offered. If agreed, the implementation date will be the same as it would have been had they been given notice. This is to ensure that there is no detriment to those staff that may prefer to accept a variation to contract.

3. Timetable

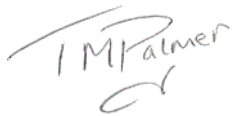
The proposed timetable is set out below.

31 August 2011	Early consultation meetings with Trade Unions (TUs)
01 September 2011	E mail from Neil Davies to all staff regarding the proposal
06 September 2011	Cabinet meeting considered Medium Term Financial Plan and decided to begin consultation on the proposal to freeze increments for a further 2 years
19 September 2011	Commence formal 90-day consultation with TUs and employees
28 September 2011	Employment Matters Committee consider proposals on pay
13 October 2011	Joint Consultative Committee between Members of the Council and Trades Unions to discuss issues
03 November 2011	Report to Employment Matters Committee on present situation
21 December 2011	90 day Consultation Period ends
18 January 2012	Employment Matters Committee considers responses and makes recommendations to Cabinet on 14 February 2012 who will consider the draft budget for 2012/13
14 February 2012	Cabinet considers draft budget and makes recommendations to Council
23 February 2012	Council Meeting to take final decision
From 23 February 2012	If proposal agreed, issue notice of termination of contract to affected employees and offer new contracts to those employees who have not accepted a variation to contract
11 April 2012	Update report to Employment Matters Committee
March-May 2012	Any appeals received will be considered and heard

Next steps

A report is to be presented to Employment Matters Committee on 18 January 2012. The end of the consultation period is 21 December 2011 and any comments that are received by then will be reported to Members.

Employees and Trade Unions are invited to comment on the proposal. Please send any e-mail comments that you may have on the proposals to: employee.consultation@medway.gov.uk. If you do not have access to e-mail, you can write to HR Advice at Gun Wharf. All comments will be included as an appendix to the report presented to Members.

A handwritten signature in black ink, appearing to read 'T Palmer' with a stylized flourish underneath.

Tricia Palmer
Assistant Director, Organisational Services

Directorate Business Support	Name of Function or Policy or Major Service Change Proposal to freeze increments for 2 years from April 2012 – Employee Consultation		
Officer responsible for assessment Tricia Palmer	Date of assessment 7 September 2011	New or existing? New	
Defining what is being assessed			
1. Briefly describe the purpose and objectives	<p>The council has an established process for setting its budget for the next financial year; one of the first stages in this involves updating the council's medium term financial plan each year. This document looks forward at the key factors that affect the council's budget for the next three years. This was discussed at the Cabinet meeting on 6 September 2011.</p> <p>It is clear that the financial arrangements for the Council continue to be extremely difficult and this will continue in the medium term. The funding gap for the next financial year is projected at £9.5 million after taking into account some efficiencies and savings and assumes a council tax increase of 2.5%. In addition the cost of incremental progression continues to run at around £1.6 million per year. The Medium Term Financial Plan currently includes no increase for pay and therefore relies on no overall increase in the pay bill, which for all staff is £215 million, of which £125 million is for services funded through the Dedicated Schools Grant (DSG) and Housing Revenue Account (HRA) with the remaining £90m being borne through council tax and other grant. It is worth noting that every 1% increase in the council tax component is therefore some £900,000 additional pressure against the £9.5 million deficit. The signs are that nationally there will not be a cost of living award next year, although the trade unions intend to make a claim.</p> <p>As it is clear that the financial position of the Council will not improve in the medium term it is proposed that incremental progression is frozen from April 2012 for 2 years. This means that staff due an incremental pay increase would no longer receive that increase in pay in 2012/13 and 2013/2014. This would save approximately £1.6m from the 2012/2013 and 2013/2014 council budgets.</p> <p>There are currently 851 (30.45%) employees on the top of their grade, therefore 1944 (69.55%) staff are potentially impacted upon as a result of these proposals. It should be noted that turnover is approximately 13% a year and this should be taken into account when reviewing figures presented.</p>		

<p>2. Who is intended to benefit, and in what way?</p>	<p>Savings are intended to be achieved in a way that ensures financial sustainability whilst not disproportionately impacting on or unfairly disadvantaging any sections of the community.</p>	
<p>3. What outcomes are wanted?</p>	<p>That the Council continues to deliver vital services to customers whilst at the same time managing reductions to funding and functioning as a sustainable organisation continuing to focus on priorities and providing effective services. Obviously, this proposal will have detrimental impact on the earning capacity of those workers who are due an incremental rise next financial year. This proposal is being considered as a way of delivering savings which goes some way to sharing the impact equally across the organisation.</p>	
<p>4. What factors/forces could contribute/detract from the outcomes?</p>	<p>Contribute</p> <p>Good analysis of the proposals Effective consultation Clear communication of proposals</p>	<p>Detract</p> <p>Decisions made without full analysis and discussion</p>
<p>5. Who are the main stakeholders?</p>	<p>All Staff and Members</p>	
<p>6. Who implements this and who is responsible?</p>	<p>Senior Management Team</p>	
<p>Assessing impact</p>		
<p>7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial/ethnic groups</i>?</p>	<p>YES</p>	
<p>What evidence exists for this?</p>	<p>NO</p>	<p>The analysis of staff who could be expecting to receive an increment this year demonstrates that of the 1944 staff that may be impacted upon 90.02% are from a white ethnic group and 9.98% are from a BME group.</p> <p>The last workforce monitoring information for April 2011 for non-schools staff shows that 8.81% of staff were from a BME group. The potential figure for BME staff that might be impacted upon by this proposal is higher than 8.81%, at 9.98% and this should be examined as part of the consultation process.</p>

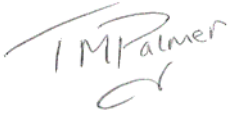
8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i> ?	YES													
	NO													
What evidence exists for this?	<p>The analysis of staff who could be expecting to receive an increment this year demonstrates that of the 1944 staff who may be impacted upon 2.53% are recorded declaring themselves as disabled.</p> <p>The last workforce monitoring information (April 2011) for non schools states that 3.51% of staff were declaring themselves as disabled. The percentage likely to be impacted upon is slightly lower.</p>													
9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i> ?	YES	Possibly												
	NO													
What evidence exists for this?	<p>The analysis of staff who could be expecting to receive an increment this year demonstrates that of the 1944 staff that may be impacted upon 72% are women and 28% men. This is slightly higher for men than the last workforce information shows for non-schools staff. In April 2011 70.6% of the non-schools workforce were women and 29.4% were men.</p>													
10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i> ?	YES	Do not know												
	NO													
What evidence exists for this?	<p>We do not currently hold sufficient information to be able to do any reliable comparison.</p>													
11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i> ?	YES	Do not know												
	NO													
What evidence exists for this?	<p>We do not currently hold sufficient information to be able to do any reliable comparison.</p>													
12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i> ?	YES	Possibly												
	NO													
What evidence exists for this?	<p>The analysis of staff who could be expecting to receive an increment this year demonstrates that of the 1944 staff who may be impacted upon by age bands shows the following:</p> <table border="0"> <tr> <td>Those affected:</td> <td>Current Workforce:</td> </tr> <tr> <td>29 and under = 22%</td> <td>29 and under = 17%</td> </tr> <tr> <td>30 – 39 = 20%</td> <td>30 – 39 = 18%</td> </tr> <tr> <td>40 – 49 = 27%</td> <td>40 – 49 = 27%</td> </tr> <tr> <td>50 – 59 = 23%</td> <td>50 – 59 = 28%</td> </tr> <tr> <td>60 and over = 8%</td> <td>60 and over = 10%</td> </tr> </table>		Those affected:	Current Workforce:	29 and under = 22%	29 and under = 17%	30 – 39 = 20%	30 – 39 = 18%	40 – 49 = 27%	40 – 49 = 27%	50 – 59 = 23%	50 – 59 = 28%	60 and over = 8%	60 and over = 10%
Those affected:	Current Workforce:													
29 and under = 22%	29 and under = 17%													
30 – 39 = 20%	30 – 39 = 18%													
40 – 49 = 27%	40 – 49 = 27%													
50 – 59 = 23%	50 – 59 = 28%													
60 and over = 8%	60 and over = 10%													

	This does indicate that younger employees will be subject to a greater impact than older employees.	
13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i>?	YES	Do not know
	NO	
What evidence exists for this?	We do not have information upon which to undertake any analysis	
14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. speakers of other languages; people with caring responsibilities or dependants; those with an offending past; or people living in rural areas)?	YES	Possibly
	NO	
What evidence exists for this?	There may be greater impact on lower paid employees and this will be considered as part of the consultation process.	
15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)?	YES	
	NO	
What evidence exists for this?	N/A	

Conclusions & recommendation		
16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact?	YES	The consultation process is an opportunity to investigate possible disproportionate impact on particular groups.
	NO	
17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason?	YES	
	NO	
Recommendation to proceed to a full impact assessment?		
NO	This function/ policy/ service change complies with the requirements of the legislation and there is evidence to show this is the case.	
NO, BUT ...	What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)?	
YES	Give details of key person responsible and target date for carrying out full impact assessment (see DIA	A full impact assessment is envisaged as part of the consultation process. This screening raises areas for further consideration during that period; these are set out in the action plan below.

	Guidance Notes)	
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Action plan to make modifications		
Outcome	Actions (with date of completion)	Officer responsible
Comparative data in relation to age.	More detailed analysis in relation to age.	Paula Charker
Clarity about potential for disproportionate impact on certain 'protected categories'	Consultation with the <ul style="list-style-type: none"> • Black Workers Forum • Disabled Workers Forum • LGBT Forum Consider any differential impact on the lowest paid employees	Paula Charker
Improve monitoring of all protected categories across the council to assist with future exercises	Continue to encourage staff to complete equality monitoring via Self Serve 4 You	HR Services Senior Managers

Planning ahead: Reminders for the next review		
Date of next review		
Areas to check at next review (e.g. new census information, new legislation due)		
Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time?		
Signed (Assistant Director) 	Date 9 September 2011	