

Data and Equality Impact Assessment

When undertaking your Data and Equality Impact Assessment for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed against the Data Protection Act 1998 and General Data Protection Regulations and the public sector equality duty.

The checklist below is to help you sense check your policy or project before you move to Section 2. Note that the public sector duty is inclusive and not exclusive if there are any other relevant matters please insert a row.

Section 1 - Data Checklist

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	No complaints have been received in respect of the city council's pay policy.
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	The policy is implemented and reviewed annually by the Human Resources department of the city council. The policy and annual report is reviewed by the Executive Leadership Board and the Audit & Governance Committee.
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	No concerns have been highlighted and the pay policy statement is implemented in accordance with central government guidance and regulations. At the request of the Audit & Governance Committee February 2021, gender distribution by grade is now included in the annual report.
4	Do you have any concerns regarding the implementation of this policy or project?	No	The Council is required under the Localism Act 2011 to publish a pay policy statement on an annual basis. There are no concerns in the implementation of this policy.

	<i>(i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)</i>		<i>A self-assessment and action plan for the implementation of this policy will be undertaken.</i>
5	Does any accessible data regarding the area which your work will address identify any areas of concern or potential problems which may impact on your policy or project?	No	The council's pay policy statement fully takes account of central government guidance and regulations and there are no concerns about any accessible data.
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme from a data protection point of view?	Yes	The Localism Act 2011 requires annual publication of a pay policy statement. In the main, the policy sets the generic principles and rules for the pay of its employees and Chief Officers and does not include details of the pay arrangements for individual, named employees.
7	Are there any other issues that you think will be relevant?	No	

Section 2 - Your Equality Impact Assessment form

Directorate:	Your Service Area: Resources	Team: Human Resources	Officer responsible for this assessment: Rob O-Reilly	Date of assessment: 12.02.2021
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	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	Pay Policy Statement 2022/23
2	Is this a new or existing policy?	Annual update to existing policy
3	Briefly describe the aim and purpose of this work.	The purpose of the pay policy statement is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of Chief Officers. It also ensures that employees at all levels of the Council are remunerated on a fair and equitable basis in accordance with equality legislation.
4	What are the associated objectives of this work?	To provide an annual update to ensure that statutory obligations are met which include the public sector equality duty
5	Who is intended to benefit from this work and in what way?	Staff are intended to benefit. Publication of a pay policy ensures an organisation's approach to pay is open and transparent and does not discriminate.
6	What are the outcomes sought from this work?	To provide a Pay Policy Statement in accordance with Section 38(1) of the Localism Act 2011 which is agreed and updated annually from 1 April each year.
7	What factors/forces could contribute or detract from the outcomes?	A lack of transparency and fairness in the implementation of the city council's pay policy.
8	Who are the key individuals and organisations responsible for the implementation of this work?	The city council has a directly employed team which manages the pay policy implementation.

		Please select your answer in bold . Please provide detail here.		
9a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently?	Y	N	The policy will not have an effect on an individual or group of the community on the basis of race.
9b	What existing evidence (either presumed or otherwise) do you have for this?	Implementation of current policy together with a review of existing staff.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of gender?	Y	N	The policy will not have an effect on an individual or group of the community on the basis of gender.
10b	What existing evidence (either presumed or otherwise) do you have for this?	Implementation of current policy together with a review of existing staff.		
11a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?</p> <p><i>(you may wish to consider:</i></p> <ul style="list-style-type: none"> • <i>Physical access</i> • <i>Format of information</i> • <i>Time of interview or consultation event</i> • <i>Personal assistance</i> • <i>Interpreter</i> • <i>Induction loop system</i> • <i>Independent living equipment</i> • <i>Content of interview)</i> 	Y	N	The policy will not have an effect on an individual or group of the community on the basis of disability.
11b	What existing evidence (either presumed or otherwise) do you have for this?	Implementation of current policy together with a review of existing staff.		
12a	Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation?	Y	N	The policy will not have an effect on an individual or group of the community on the basis of sexual orientation.

12b	What existing evidence (either presumed or otherwise) do you have for this?	Implementation of current policy together with a review of existing staff.		
13a	Could the policy or project have the potential to affect individuals or group of community on the basis of age?	Y	N	The policy will not have an effect on an individual or group of the community on the basis of age.
13b	What existing evidence (either presumed or otherwise) do you have for this?	Implementation of current policy together with a review of existing staff.		
14a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief?	Y	N	The policy will not have an effect on an individual or group of the community on the basis of religious belief.
14b	What existing evidence (either presumed or otherwise) do you have for this?	Implementation of current policy together with a review of existing staff.		
15a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment?	Y	N	The policy will not have an effect on an individual or group of the community on the basis of gender reassignment.
15b	What existing evidence (either presumed or otherwise) do you have for this?	Implementation of current policy together with a review of existing staff.		
16a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership?	Y	N	The policy will not have an effect on an individual or group of the community on the basis of marriage and civil partnership.
16b	What existing evidence (either presumed or otherwise) do you have for this?	Implementation of current policy together with a review of existing staff.		
17a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity?	Y	N	The policy will not have an effect on an individual or group of the community on the basis of pregnancy and maternity.
17b	What existing evidence (either presumed or otherwise) do you have for this?	Implementation of current policy together with a review of existing staff.		
18	Could any negative impacts that you identified in questions 9a to 17b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N	The policy statement has been reviewed and none are identified.
19	Can this negative impact be justified on the grounds of			Race: n/a- as no negative impact identified

	promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	Gender: n/a- as no negative impact identified
				Disability: n/a- as no negative impact identified
				Sexual orientation: n/a- as no negative impact identified
				Age: n/a- as no negative impact identified
				Gender reassignment: n/a- as no negative impact identified
				Pregnancy and maternity n/a- as no negative impact identified
				Marriage and civil partnership: n/a- as no negative impact identified
				Religious belief: n/a- as no negative impact identified
21	How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?	None identified. Annual reviews and continuous monitoring of staff pay, particularly in relation to protected characteristics.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	None identified.

Signed by completing officer	
Signed by lead officer	