

## Equality Analysis Report

<b>Title of activity / Budget Proposal title and number</b> Implementation of new NJC Salary Scale	<b>Committee meeting (decision maker) and date</b> Report went to Council's Management Team in October 2018
<b>Service area</b> Personnel Services	<b>Lead officer</b> Heidemarie Nel
<b>Approved by</b> Barbara Morris	<b>Date of approval</b> 08.03.2019
<p><b>Description of activity:</b></p> <p>The NJC pay agreement for 2018-20 includes the introduction of a new pay spine from 1st April 2019 to bridge the gap at the bottom end of the current pay scale with the national living wage and to level out the percentage increase between each spinal column point. The Council is required to incorporate the new pay spine into its grading structure and assimilate employees to the new pay points.</p> <p>It replaces the existing NJC pay spine of salary scale point (scp) 6 to 49 and replaces it with scp 1-43, whilst inserting 5 new column points and re-numbering of all of the spinal column points. The Council has locally agreed a 2% uplift on the pay spine from point 50 upwards to ensure that the pay award is applied fairly to all NJC employees.</p> <p>The current grading structure and associated job evaluation scores will be retained.</p> <p>Based on cost implications, the decision has been taken to assimilate individuals over to the new pay spine prior to moving them to their new incremental point, if one is due on 1<sup>st</sup> April 2019.</p>	

**Please refer to the Equality Analysis Template Notes for guidance on completing this form.**

## Relevance Test

1. The outcomes of the activity directly and significantly impact on people, e.g. service users, employees, voluntary and community sector groups.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2. The activity could / does affect one or more protected equality groups.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
3. The activity could / does affect protected equality groups differently.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
4. One or more protected equality groups could be disadvantaged, adversely affected or are at risk of discrimination as a result of the activity.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
5. The activity relates to an area where there are known inequalities.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
6. The activity sets out proposals for significant changes to services, policies etc. and / or significantly affects how services are delivered.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
7. The activity relates to one or more of the three aims of the Council's equality duty.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
8. The activity relates to the Council's Corporate Plan objectives, is a significant activity and / or presents a high risk to the Council's public reputation.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
9. An equality analysis of this activity is required.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
This activity has no relevance to Bedford Borough Council's duty to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations. An equality analysis is not needed.				<input type="checkbox"/>
<b>Explanation why equality analysis is not needed</b>				
N/A				

### Scope of equality analysis

<b>Who is / will be impacted by the activity's aims and outcomes?</b>	This project applies to mainstream employees and support staff in Council maintained schools and Bedford Borough academies buying back pooled facilities time.
<b>Which particular protected equality groups are likely / will be affected?</b>	No individual will be placed in a detrimental position financially due to the assimilation onto the new pay scale.  However, longer scale point ranges within grades may impact on <b>age</b> .  The following aspects surrounding the new pay scales may impact on <b>sex</b> <ul style="list-style-type: none"><li>- higher increases to bottom scale points</li><li>- the decision to assimilate individuals to the new pay scales prior to implementing any increments due on 1st April</li></ul>

### Evidence, data, information and consultation

<b>What evidence have you used to analyse the effects on equality?</b>	<b>AGE</b>  The implementation of the new NJC pay scale resulted in the lengthening of some pay grades. The Council recognises that the breadth of grades should reflect the time period required for an employee to become fully competent in their role. Good practice states, particularly where incremental progression is largely automatic, that incremental progression should be limited to five years to avoid age discrimination. Both mainstream & schools' grades within the new NJC pay structure meet this requirement with the longest grades having six scale points so the top scale point will be reached after five years in post, unless the post holder is subject to the Council's formal capability procedure.
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	<p><b>SEX</b></p> <p>Both in mainstream Council directorates and within schools lower graded job roles such as cleaners, care assistants, teaching assistants and midday supervisors are female dominated.</p> <p>The new NJC pay structure contains higher percentage increases towards the lower end of the pay scales which will benefit this female-dominated section of the workforce.</p> <p>The Council's chosen approach to assimilate individuals prior to applying their April increment has shown through financial analysis to cause no detriment to employees at the lower end of the new pay structure where female-dominated roles are graded.</p>
<p><b>What consultation did you carry out with protected equality groups to identify your activity's effect on equality?</b></p>	<p>The new pay scales have been collectively agreed between Bedford Borough Council and the recognised Trade Unions.</p>
<p><b>What does this evidence tell you about the different protected groups?</b></p>	<p>Undertaking this Equality Analysis on the Implementation of the new NJC salary scales highlighted no material impact on equality within the workplace.</p> <p>The Council's Implementation of new pay scales achieved its aim to be equality compliant, whilst minimising the impact of staffing budgets.</p> <p>The new NJC pay structure contains higher percentage increases towards the lower end of the pay scales. As roles within the Council's lower pay grades are predominantly held by females, this may contribute towards improving the gender pay gap.</p>
<p><b>What further research or data do you need to fill any gaps in your understanding of the potential or known effects of the activity?</b></p>	<p>As a consequence of the 2019-2020 national pay award it will become necessary, having regard to national negotiations, to revisit the Council's grading structure at an appropriate time. An equal pay audit will also be undertaken.</p>

## General Equality Duty

<b>Which parts of the general equality duty is the activity relevant to?</b>			
	Eliminate discrimination, harassment and victimisation	Advance equality of opportunity	Foster good relations
Age	The equality analysis demonstrates that the introduction of the new NJC pay spine is relevant to the general equality duty to eliminate unlawful discrimination by ensuring the Council has a fair & equitable pay structure in place.	N/a	N/a
Sex			

## Impact on equality groups

<b>Based on the evidence presented what positive and negative impact will your activity have on equality?</b>				
	Positive impact	Negative impact	No impact	Explanation
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No adverse impact determined.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence presented
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence presented
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence presented
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence presented
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence presented
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No adverse impact on gender has been determined. As the new NJC pay structure contains higher percentage increases towards the lower end of the pay

				scales where predominantly female occupied roles are graded, it may contribute towards improving the gender pay gap.
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence presented
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence presented
Other relevant groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence presented

**Commissioned services**

<b>What equality measures will be included in Contracts to help meet the three aims of the general equality duty?</b>	N/a
<b>What steps will be taken throughout the commissioning cycle to meet the different needs of protected equality groups?</b>	N/a

## Actions

	What will be done?	By who?	By when?	What will be the outcome?
<b>Actions to lessen negative impact</b>	N/a			
<b>Actions to increase positive impact</b>	N/a			
<b>Actions to develop equality evidence, information and data</b>	Future equal pay audit and review of the pay bandings	Tbc	Within the next year.	To be determined
<b>Actions to improve equality in procurement / commissioning</b>	N/a			
<b>Other relevant actions</b>	N/a			

## Recommendation

<b>No major change required</b>	<input checked="" type="checkbox"/>	
<b>Adjustments required</b>	<input type="checkbox"/>	
<b>Justification to continue the activity</b>	<input type="checkbox"/>	
<b>Stop the activity</b>	<input type="checkbox"/>	

## Summary of analysis

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

The equality analysis of the Implementation of new NJC Salary Scales has identified no adverse impact on staff from the protected groups of age & sex. The implementation of the new salary scales will continue to ensure that the Council has a fair & equitable pay structure in place.

A Level 2 analysis is not required.

**Monitoring and review**

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The impact of moving to a new pay scale, whilst retaining the Councils' current grading structure will be reviewed through an equal pay audit and if required a review of the pay bandings.

The mandatory annual gender pay gap analysis will serve as a further means of monitoring.

**Review date**

This will take place within the next year