

Initial Equalities Screening Record Form

Date of Screening: December 2014	Directorate: Corporate Services	Section: HR
1. Activity to be assessed	The overview of the Council's pay policy outlined in the annual Pay Policy Statement	
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Tony Madden	
5. Who are the members of the screening team?	Tony Madden, Pat Butler, Sandie Gill	
6. What is the purpose of the activity?	The annual pay policy statement is necessary to comply with our statutory obligation to publish our pay policy and certain key information items relating to pay. The pay policy is in place to pay fairly and appropriately.	
7. Who is the activity designed to benefit/target?	Members of the public who may seek the information; any employee for information purposes.	
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
		What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality	Y N ✓	None of the information in the report relates to disability issues.
9. Racial equality	Y N ✓	None of the information in the report relates to race equality issues.
10. Gender equality	Y ✓ N	First introducing, and now uprating the BF Supplement will positively affect a larger percentage of women in the target group than in the total workforce
		Positive impact. See Feb 14 EIA on Bracknell Forest Supplement. The report indicates that the pay multiple – which expresses the relationship between the lowest paid and the Chief Executive – has reduced from 6.9 to 6.7 since the Supplement was introduced; the

				Workforce Monitoring Report confirms that the Gender Pay Gap was reduced this financial year compared to the previous year.
11. Sexual orientation equality	Y	N ✓	None of the information in the report relates to sexual orientation	
12. Gender re-assignment	Y	N ✓		No known impact; employees are not required to declare gender reassignment.
13. Age equality	Y ✓	N	First introducing, and now uprating the BF Supplement will positively affect a larger proportion of younger staff in the target group than in the total workforce	Positive impact. The age breakdown of the affected group receiving BF Supplement shows that proportions of those under the age of 50 are higher than in the general workforce, and the proportions of those 50 or over are lower. The BF Supplement therefore positively impacts on younger, lower income employees.
14. Religion and belief equality	Y	N ✓	None of the information in the report relates to Religion and Belief	
15. Pregnancy and maternity equality	Y	N ✓	No known impact	
16. Marriage and civil partnership equality	Y	N ✓	No known impact	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.			The intention of introducing the BF Supplement was to improve the earnings of those on lower rates of pay who may find it difficult to meet living costs in this area of the South East, and increasing the level will ensure the value of it is not eroded. It increases the earnings of a predominantly female low paid group and should assist in addressing the gender pay gap.	
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?			No negative impacts	
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the			All on Bracknell grade K are positively affected by uprating the BF Supplement. Only in terms of gender, age and religion was the composition of this group markedly different from the general workforce (see EIA on Bracknell Forest Supplement).	

number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N✓	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N✓	The explanations given above are deemed sufficient not to warrant a full EIA
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Annual assessment of pay policy and review of BF Supplement	Annual	CO:HR and Dir CS	As far as possible reflect Living Wage level outside London
24. Which service, business or work plan will these actions be included in?	n/a		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Upgrading the BF Supplement in line with the national Living Wage outside London.		
26. Chief Officers signature.	Signature: TONY MADDEN		Date: Dec 14