

# South Cambridgeshire District Council Equality Impact Assessment (EqIA)

## Introduction – Please read

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that the Council are meeting its legal duty, demonstrating due regard for the provisions of the [Public Sector Equality Duty](#) as below:
  - Eliminate unlawful discrimination, harassment, and victimisation
  - Advance equality of opportunity between those who share a protected characteristic and those who do not
  - Foster good relations between those who share a relevant protected characteristic and those who do not
- Methodically consider and assess the impacts of proposals across the [nine protected characteristics](#)
- Allow the Council to develop and implement high quality proposals that maximise positive outcomes for all.

EqIAs should be completed during the development and review of all Council policies, strategies, procedures, projects or functions. Where there is any doubt, the completion of an EqIA is always recommended.

When the form is completed, please send an electronic copy to [equality.schemes@scambs.gov.uk](mailto:equality.schemes@scambs.gov.uk). Further support and guidance available on Insite or contact the Policy and Performance Team.

# Equality Impact Assessment Complete Form

## Section 1: Identifying Details

- 1.1 Officer completing EqIA:  
Helen Cornwell
- 1.2 Team and Service:  
HR
- 1.3 Title of proposal:  
Pay policy Statement
- 1.4 EqIA start date:  
01/04/2022
- 1.5 Proposal implementation date:  
01/04/2022
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):  
Jeff Membery

## Section 2: Proposal to be Assessed

- 2.1 Type of proposal:  
Policy  
If other, please specify  
[Click or tap here to enter text.](#)
- 2.2 Is the proposal:  
Review of existing
- 2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):  
[Click or tap to enter a date.](#)

2.4 What are the headline aims of the proposal and the objectives that will help to accomplish these aims? (Max 250 words)

Legislative requirement to increase accountability, transparency and fairness about payments to senior officers at the Council and overall reward strategy

2.7 Which of the Council's equality objectives (as detailed in the Council's Equality Scheme) does this proposal link to or help to achieve?

Identify, prioritise and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community

SCDC is an employer that values difference and recognises the strength that a diverse workforce brings.

Protected characteristic groups have a voice and are represented in forming the future shape of the district.

None.

2.8 Which groups or individuals will the proposal affect:

Service Users

Councillors

External Stakeholders

Other

Employees

If other, please specify [Click or tap here to enter text.](#)

2.9 Broadly speaking, how will these groups or individuals be affected? (you will be asked to provide more detail on the specific impacts on different protected characteristic groups later in the form) (max 250 words)

This statement will clarify the rate of pay for the highest earning SCDC employees at the Council

2.11 If any part of the proposal is being undertaken by external partners, please specify how the Council will ensure that they will meet equality standards? (Max 250 words)

N/A

## Section 3: Evidence and Data

- 3.1 Describe any research (this could include consultation) and analysis you have undertaken to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources that you used to obtain this Information.

(Max 250 words)

Details of the gender pay figures are included in the report. Gender pay figures are the highest and lowest percentages of employees by gender. The Council also has an [Equality in Employment report](#) which is linked to on our website. This covers details around other protected characteristic groups, such as disability and ethnicity. The report was discussed at Employment and Staffing committee for consideration around the gender pay gap and any actions, of which none was recommended

- 3.2 If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place.

(Max 250)

The council has local arrangements for the negotiation of annual pay awards with trade unions formally recognised by the council, namely GMB and Unison. Reference is made to the nationally negotiated pay award for chief executives, chief officers and other local government employees. The national negotiating bodies are:

Joint Negotiating Committee for Chief Executives (JNC)  Joint Negotiating Committee for Chief Officers (JNC)  National Joint Committee for Pay and Conditions of Service for Local Government (NJC)”



## Section 4: Impact of proposal on those with protected characteristics

4.1 Please select all characteristics that may or will be impacted (positive or negative). When providing details of the impact please consider the following questions

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. (both the number of persons affected and the severity of the impact)
- you will be asked to set out actions to manage these impacts in the following question (4.2)

All - general to all protected Characteristics.

Details: Our pay policies are negotiated with trade unions and set locally – all jobs are evaluated using a nationally recognised scheme where equality data is anonymous.

Age

Details: [Click or tap here to enter text.](#)

Disability

Details: [Click or tap here to enter text.](#)

Gender reassignment

Details: [Click or tap here to enter text.](#)

Marriage and Civil Partnership

Details: [Click or tap here to enter text.](#)

Pregnancy and maternity

Details: [Click or tap here to enter text.](#)

Race

Details: [Click or tap here to enter text.](#)

Religion and belief

Details: [Click or tap here to enter text.](#)



Sex

Details: [Click or tap here to enter text.](#)

Sexual orientation

Details: [Click or tap here to enter text.](#)

Other

Details [Click or tap here to enter text.](#)

None of the above

4.2 Considering the above impacts you have identified above, please detail any actions (specific or general) which may help to enhance or mitigate impacts.

Please include the timescale for completing the action.

Action and timescale	Officer
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

4.3 How will you monitor that the above actions have been completed and that this proposal, once implemented, is impacting fairly on everyone it affects? In answering this question, please include information about feedback you will seek and/or data you will collect and analyse, and how often you will do this

[Click or tap here to enter text.](#)

## Section 5: Summary

- 5.1 Briefly summarise the key findings of the EqIA and any significant equality considerations that should be taken into account when deciding how to proceed with the proposal (this section can be included within the 'equality implications' section of any committee reports). (Max. 250 words)

This policy is produced to be transparent about the way our reward strategy is structured. Our gender pay gap bucks the national trend in favour of females. Our pay policies are negotiated with trade unions and set locally – all jobs are evaluated using a nationally recognised scheme where equality data is anonymous

- 5.2 Confirm the recommendation of the officer completing the EqIA:

Proceed with the proposal (with any actions identified as required within Section 4 of the EqIA). Analysis demonstrates that the proposal is robust, we have taken all appropriate opportunities to advance equality and foster good relations between groups.

Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed

## Section 6: Sign Off

- 6.1 Signature of individual completing EqIA:

Helen Cornwell

- 6.2 Date of completion:

23/02/2022

- 6.3 When will this proposal next be reviewed and who will this be?

01/04/23



6.4 Approving officer signature, this should be your Head of Service, Service Area Manager, or Project Sponsor:

Jeff Membery

6.5 Date of approval:

Click or tap to enter a date.

Please send the completed document to [Equality.Schemes@scambs.gov.uk](mailto:Equality.Schemes@scambs.gov.uk) for publishing on the website.