

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy:	Acting Up Allowance Policy
Lead Officer (responsible for assessment):	Nicole Pema, HR Manager
Department:	HR
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date Initial Screening Completed:	March 2023

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The Council’s policy is that all of its jobs are evaluated using the National Joint Council (NJC) Job evaluation methodology, working jointly with Unison, and all job holders are paid according to their evaluated grade and appropriate incremental point within the grade.

An Acting Up Allowance may be payable in situations where a member of staff is asked to temporarily cover a more senior post where a colleague is absent for a significant period of time or where the post is vacant. The Council believes that it is appropriate in these circumstances to pay the member of staff according to the duties that they undertake whilst covering the job.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

The Acting up Policy applies to all directly employed Council staff who are requested to, and who perform, all the higher-grade duties for a continuous period of more than four weeks.

(c) Is this assessment informed by any information or background data? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

The Policy is informed by:

- a) Equality Act 2010.
- b) NJC Job Evaluation Scheme.
- c) Job Evaluation Policy and Procedure.
- d) Quantitative data in relation to the numbers of staff receiving Acting Up payments.
- e) Equal opportunities monitoring data in relation to the numbers of staff receiving Acting Up payments.
- f) Consultation with the Council's Joint Consultative Committee (JCC) and Unison.

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

Ethnicity	<input type="checkbox"/>	Age	<input type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	Religion or Belief	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	Marriage & Civil Partnership	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>		

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

As set out in the Equality Act 2010, men and women in the same employment performing equal work must receive equal pay, unless any difference in pay can be justified. It is the law and employers must follow it.

The Council is committed to implementing and maintaining job evaluation and grading procedures fairly and consistently and in compliance with equal pay requirements.

Acting up arrangements must have a clearly defined time limit which takes into account the reason for the acting up requirement and will normally not be authorised for more than 6 months without a review of the need for the ongoing cover. The exception is where the cover is for maternity leave and in this instance may be for a period of up to 12 months.

The Acting Up Allowance application must be completed by the appropriate Service Lead or Director. The form is then sent for secondary authorisation to their Director or the Chief Executive.

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| (e) Does the policy affect service users or the wider community? | <input type="checkbox"/> | NO |
| (f) Does the policy have a significant effect on how services are delivered? | <input type="checkbox"/> | NO |
| (g) Will it have a significant effect on how other organisations operate? | <input type="checkbox"/> | NO |

(h) Does it involve a significant commitment of resources?

NO

(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?

NO

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

Signatures:

Completing Officer: Nicole Pema **Date:** March 2023

Service Lead Officer: Nicole Pema **Date:** March 2023