

## Equality Impact Assessment Screening Form

**Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact the Access to Services team (see guidance for details).**

### Section 1

Which service area and directorate are you from?

Service Area: HR&OD

Directorate: Resources

### Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

|                          |                                     |                          |                          |                          |                          |
|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Service/<br>Function     | Policy/<br>Procedure                | Project                  | Strategy                 | Plan                     | Proposal                 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### (b) Please name and describe here:

Pay Policy Statement 2020-2021 – the statement outlines all of the pay frameworks used across the Council and informs on nationally agreed pay increases. It also covers the annual regulatory requirements for reporting on Local Government Pay matters.

### Q2(a) WHAT DOES Q1a RELATE TO?

|                                       |   |   |
|---------------------------------------|---|---|
| Direct front line<br>service delivery | Indirect front line<br>service delivery | Indirect back room<br>service delivery  |
| <input type="checkbox"/> (H)          | <input type="checkbox"/> (M)            | <input checked="" type="checkbox"/> (L) |

### (b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

|                              |                              |   |   |
|------------------------------|------------------------------|---|---|
| Because they<br>need to      | Because they<br>want to      | Because it is<br>automatically provided to<br>everyone in Swansea | On an internal<br>basis<br>i.e. Staff   |
| <input type="checkbox"/> (H) | <input type="checkbox"/> (M) | <input type="checkbox"/> (M)                                      | <input checked="" type="checkbox"/> (L) |

### Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

|                                | High Impact<br>(H)       | Medium Impact<br>(M)     | Low Impact<br>(L)                   | Don't know<br>(H)        |
|--------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| Children/young people (0-18) → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Older people (50+) →           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Any other age group →          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disability →                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Race (including refugees) →    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Asylum seekers →               | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gypsies & travellers →         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Religion or (non-)belief →     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sex →                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sexual Orientation →           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

|                              |                                     |                          |                                     |                          |
|------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Gender reassignment          | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Welsh Language               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Poverty/social exclusion     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Carers (inc. young carers)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Community cohesion           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Marriage & civil partnership | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Pregnancy and maternity      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?**

Please provide details below – either of your planned activities or your reasons for not undertaking engagement

HR will consult with CMT and Trades Unions on the new NJC pay scale implementation when the information is available, but there is no change to the main Pay Policy from last year.

**Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?**

|   |   |   |
|---|---|---|
| High visibility<br><input type="checkbox"/> (H) | Medium visibility<br><input type="checkbox"/> (M) | Low visibility<br><input checked="" type="checkbox"/> (L) |
|---|---|---|

**(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION?**  
*(Consider the following impacts – legal, financial, political, media, public perception etc...)*

|   |   |   |
|---|---|---|
| High risk<br><input type="checkbox"/> (H) | Medium risk<br><input type="checkbox"/> (M) | Low risk<br><input checked="" type="checkbox"/> (L) |
|---|---|---|

**Q6 Will this initiative have an impact (however minor) on any other Council service?**

Yes       No      If yes, please provide details below

**Q7 HOW DID YOU SCORE?**

*Please tick the relevant box*

MOSTLY H and/or M → HIGH PRIORITY →  EIA to be completed  
Please go to Section 2

MOSTLY L → LOW PRIORITY / NOT RELEVANT →  Do not complete EIA  
Please go to Q8 followed by Section 2

**Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.**

The Pay Policy Statement outlines all of the different pay implementation frameworks used across the Council. There is no change to last year, except where there is nationally agreed % pay rise, which will be shown in the appendices as updated pay scales.

The Pay Structure NJC grades 1-12 has already been assessed under the EIA framework, and no assessment other than a general screening was required.

## **Section 2**

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

|  |
|--|
| <b>Screening completed by:</b>               |
| Name: Linda Phillips                         |
| Job title: Workforce and OD Business Partner |
| Date: 9 March 2020                           |
| <b>Approval by Head of Service:</b>          |
| Name: Adrian Chard                           |
| Position: Strategic Manager HR&OD            |
| Date: 9 March 2020                           |