Please ensure that you refer to the Screening Form Guidance while completing this form.

Which service area and directorate are you from?
Service Area: HR and Service Centre
Directorate: CORPORATE SERVICES

Q1 (a) What are you screening for relevance?

- ☒ New and revised policies, practices or procedures
- ☐ Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- ☐ Efficiency or saving proposals
- ☐ Setting budget allocations for new financial year and strategic financial planning
- ☐ New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- ☐ Large Scale Public Events
- ☐ Local implementation of National Strategy/Plans/Legislation
- ☐ Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- ☐ Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- ☐ Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- ☐ Major procurement and commissioning decisions
- ☐ Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b)   Please name and fully <u>describe</u> initiative here:

Pay Policy Statement 2024/25– a review and update of the existing policy outlining compliance requirements and procedures. Policy is reviewed annually as per legislative requirements.

Q2   What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	☐	☐	☐	☐	☒	☐	☐
Older people (50+)	☐	☐	☐	☐	☒	☐	☐
Any other age group	☐	☐	☐	☐	☒	☐	☐
Future Generations (yet to be born)	☐	☐	☐	☐	☒	☐	☐
Disability	☐	☐	☐	☐	☒	☐	☐
Race (including refugees)	☐	☐	☐	☐	☒	☐	☐
Asylum seekers	☐	☐	☐	☐	☒	☐	☐
Gypsies & travellers	☐	☐	☐	☐	☒	☐	☐
Religion or (non-)belief	☐	☐	☐	☐	☒	☐	☐
Sex	☐	☐	☐	☐	☒	☐	☐
Sexual Orientation	☐	☐	☐	☐	☒	☐	☐
Gender reassignment	☐	☐	☐	☐	☒	☐	☐
Welsh Language	☐	☐	☐	☐	☒	☐	☐
Poverty/social exclusion	☐	☐	☐	☐	☒	☐	☐
Carers (inc. young carers)	☐	☐	☐	☐	☒	☐	☐
Community cohesion	☐	☐	☐	☐	☒	☐	☐
Marriage & civil partnership	☐	☐	☐	☐	☒	☐	☐
Pregnancy and maternity	☐	☐	☐	☐	☒	☐	☐

Q3   **What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?**
Please provide details below – either of your activities or your reasons for not undertaking involvement

The Pay Policy consultation process includes reviews of new draft   policies and procedures by relevant specialists that include Finance, Legal, Service Centre and full Council.

Q4   **Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:**

a) **Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?**
Yes ☒   No ☐

b) **Does the initiative consider maximising contribution to each of the seven national well-being goals?**
Yes ☒   No ☐

c) **Does the initiative apply each of the five ways of working?**
Yes ☒   No ☐

d) **Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?**
Yes ☒   No ☐

The Well-being goals are overarching and are considered during the development of all Council HR Policies. The pay structure is agreed nationally and implemented according to Local TU agreement.

Q5   **What is the potential risk of the initiative?** *(Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc…)*

High risk	**Medium risk**	**Low risk**
☐	☐	☒

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

☒ **Yes**   ☐ **No**   **If yes, please provide details below**

All Council services must comply with this policy.

Q7   **What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?**
(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)

The cumulative impact is to ensure that the Council has clearly outlined how employees and workers are paid, and the additional arrangements that are in place to provide remuneration and pension benefits. Overall the policy aims to ensure that how all employees and workers are

paid for work, and also outlines the reasoning behind the policy, and to meet the guidance laid out by Welsh Government.

Outcome of Screening

Q8   Please describe the outcome of your screening below:
- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

All employees are directly affected by this policy, however the salary is set at UK national level. As such, it has been identified that there is a "Low Impact" on the Groups identified in Q2. It is a requirement that this Pay Policy is agreed at full Council, as a result, this has required consultation with Finance and Legal in its production (Q3) as well as consideration of the requirements of the WFG (Q4). There is "low risk" in adopting this policy relating to the impacts identified in Q5.

"The cumulative impact is to ensure that the Council has clearly outlined how employees and workers are paid, and the additional arrangements that are in place to provide remuneration and pension benefits. Overall the policy aims to ensure that how all employees and workers are paid for work, and also outlines the reasoning behind the policy, and to meet the guidance laid out by Welsh Government" (Q7).

(NB: This summary paragraph should be used in the relevant section of corporate report)

☐ **Full IIA to be completed**

☒ **Do not complete IIA – please ensure you have provided the relevant information above to support this outcome**

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.

Screening completed by:
Name: Rachael Davies
Job title: Head of HR and Service Centre
Date: 19/02/2024
Approval by Head of Service:
Name: Rachael Davies
Position: Head of HR and Service Centre
Date: 19/02/2024

Please return the completed form to <ins>accesstoservices@swansea.gov.uk</ins>