

Appendix 3



Cambridge City Council Equality Impact Assessment (EqIA)

This tool helps the Council ensure that we fulfil legal obligations of the [Public Sector Equality Duty](#) to have due regard to the need to –

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther, Equality and Anti-Poverty Officer at equalities@cambridge.gov.uk or phone 01223 457046. Once you have drafted the EqIA please send this to equalities@cambridge.gov.uk for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, (graham.saint@cambridge.gov.uk or 01223 457044).

1. Title of strategy, policy, plan, project, contract or major change to your service:

Proposed changes to the Council's pay scales affecting Bands 1 to 11.

2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)

Report to Civic Affairs on 30 January 2019.

3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

In April 2018 a two year national pay award (2018-2020) was agreed affecting pay Bands 1-11 at Cambridge City Council. The award was for 2% from 1 April 2018 and 2% from 1 April 2019. The pay award also included changes to the national pay scale with effect from 1 April 2019, to be implemented locally by each council.

It has been necessary to redesign the Council's pay scale to enable the introduction of the national pay scale changes. The proposal is for changes to the Council's pay scale affecting Bands 1 to 11, to take with effect from 1 April 2019, to enable the introduction of the National Joint Council for Local Government Services (NJC). The pay scale changes include the 2% pay award which has already been nationally agreed.

4. Responsible Service

Human Resources

5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

Residents of Cambridge City

Visitors to Cambridge City

Staff

Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here):

5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

6. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
- Major change
- Minor change

7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)

- No
- Yes (Please provide details):

All services and all staff on pay bands 1-11.

8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?

Civic Affairs on 30 January 2019 and Full Council on 21 February 2019.

9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?

An equality impact assessment has been undertaken on the pay proposals, based on the transfer of current staff from the existing to the revised pay scales. (This EqIA identifies impacts on protected characteristics based on equalities monitoring information about current staff employed by Cambridge City Council.) Overall the impact will be positive for all staff as the new pay scales are inclusive of a 2% pay award.

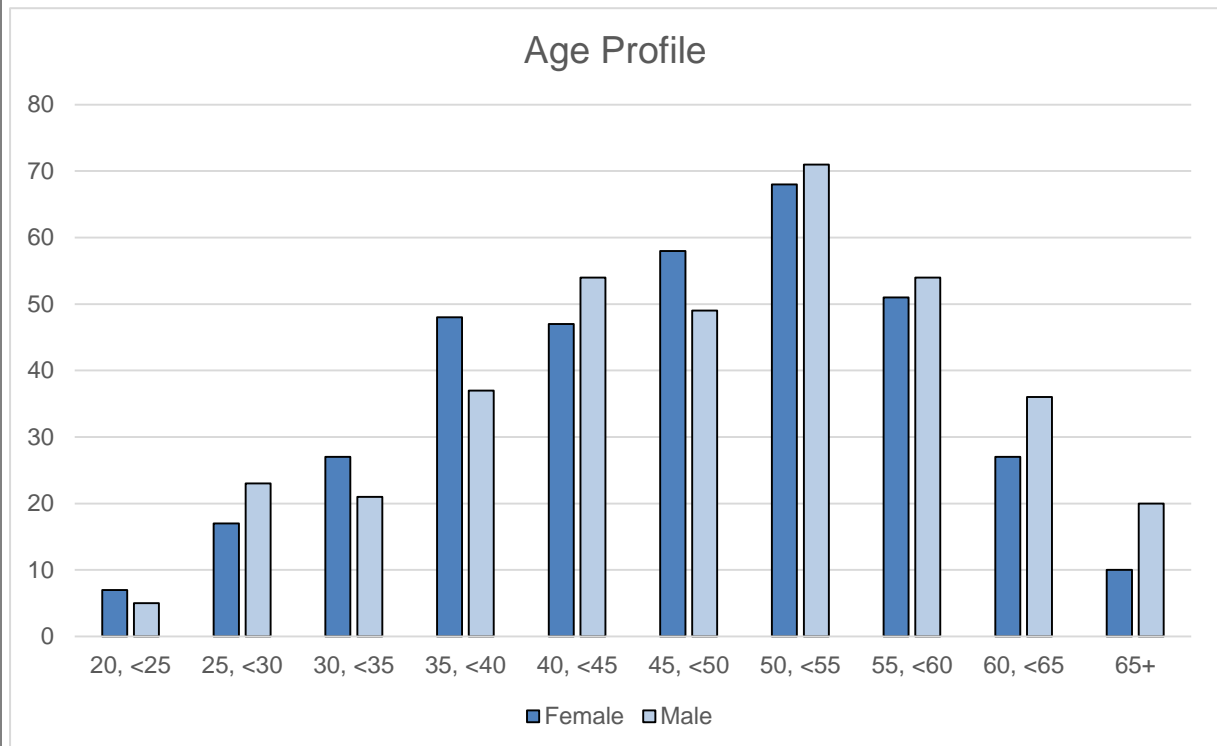
10. Potential impacts

For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

(a) Age

Note that this refers to any group of people of a particular age (e.g. 32 year-olds) , or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and vulnerable adults

The age profile of the council by grade is as follows (based on completed records).



The table below shows the average pay for each age range. The second column shows the average pay expressed as a percentage of the overall average pay.

Age Range	Proposal	
	Average Pay	% of O/A ave
20, <25	25,112	79.1%
25, <30	26,603	83.8%
30, <35	31,147	98.1%
35, <40	31,681	99.8%
40, <45	33,013	104.0%
45, <50	33,957	106.9%
50, <55	32,444	102.2%
55, <60	31,369	98.8%
60, <65	31,106	98.0%
65 +	29,791	93.8%
Total	31,751	100.0%

The table above generally shows that younger employees are paid less than older employees. The highest average pay is in the 45 – 50 age group. This is to be expected as local government pay recognises knowledge, which is gained through qualifications and experience. The Council operates an incremental pay progression system linked to employee performance and longer serving employees will earn more as they have had longer to demonstrate their performance and to be longer serving employees would tend to be older.

From an equality viewpoint there are no equality concerns based on the protected characteristic of age.

(b) Disability

Note that a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

The disability profile of the council by grade is as follows (based on completed records and self-declaration).

Grade	Non-Disabled	Disabled	% Non-Disabled	% Disabled
City Band 1	13		1.8%	0.0%
City Band 2	30	2	4.1%	0.3%
City Band 3	142	14	19.6%	1.9%
City Band 4	126	14	17.4%	1.9%
City Band 5	157	7	21.7%	1.0%
City Band 6	100	6	13.8%	0.8%
City Band 7	50	2	6.9%	0.3%
City Band 8	36	1	5.0%	0.1%
City Band 9	15	3	2.1%	0.4%
City Band 10 and 11	3		0.4%	0.0%
Other	4	0	0.6%	0.0%
Total	672	49	93.2%	6.8%

Data for pay bands 10 and 11 has been shown together where possible as the numbers are small.

The table below shows the average pay of disabled and non-disabled employees in each grade. Disabled average pay has been expressed as a percentage of non-disabled pay.

Grade	Proposal		
	Non-Disabled	Disabled	%
City Band 1	18,376		0.0%
City Band 2	20,908	21,166	101.2%
City Band 3	23,966	24,094	100.5%
City Band 4	27,678	27,529	99.5%
City Band 5	32,862	33,197	101.0%
City Band 6	37,195	37,368	100.5%
City Band 7	42,533	43,173	101.5%
City Band 8	46,237	46,559	100.7%
City Band 9	50,145	49,711	99.1%
City Band 10	56,250		0.0%
City Band 11	66,690		0.0%
Total	31,783	30,687	96.6%

The average pay of disabled employees is £30,687. There are no grades that show disabled employees earning more than +/-3% than non-disabled employees. Disabled employees tend to earn the same or more than non-disabled employees in each grade. On this basis there are no equality concerns for these options based on the protected characteristic of disability.

(c) Gender reassignment

Data was not available to make an assessment, which means that no impact has been identified specific to this equality group. Overall the impact will be positive for all staff as the new pay scales are inclusive of a 2% pay award.

(d) Marriage and civil partnership

Data was not available to make an assessment, which means that no impact could be identified specific to this equality group. Overall the impact will be positive for all staff as the new pay scales are inclusive of a 2% pay award.

(e) Pregnancy and maternity

Data was not available to make an assessment, which means that no impact could be identified specific to this equality group. Overall the impact will be positive for all staff as the new pay scales are inclusive of a 2% pay award.

(f) Race

Note that the protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

The race profile of the council by grade is as follows (based on completed records).

Grade	BAME	White	% BAME	% White
City Band 1		9	0.0%	1.3%
City Band 2	9	21	1.3%	3.0%
City Band 3	12	142	1.7%	20.0%
City Band 4	5	133	0.7%	18.8%
City Band 5	10	151	1.4%	21.3%
City Band 6	8	97	1.1%	13.7%
City Band 7	2	49	0.3%	6.9%
City Band 8	3	33	0.4%	4.7%
City Band 9		18	0.0%	2.5%
City Band 10 and 11		3	0.0%	0.4%
Other		4	0.0%	0.6%
Total	49	660	6.9%	93.1%

Data for pay bands 10 and 11 has been shown together where possible as the numbers are small.

The table below shows the average pay of white and BAME employees in each grade as at 1 April 2019. The average pay for BAME employees has been expressed as a percentage of White employees' pay.

Grade	Proposal		
	BAME	White	%
City Band 1		18,190	0.0%
City Band 2	21,030	20,971	100.3%
City Band 3	23,744	23,986	99.0%
City Band 4	28,012	27,647	101.3%
City Band 5	32,386	32,924	98.4%
City Band 6	37,849	37,145	101.9%
City Band 7	41,722	42,609	97.9%
City Band 8	46,236	46,237	100.0%
City Band 9		50,073	0.0%
City Band 10		56,250	0.0%
City Band 11		66,690	0.0%
Total	29,858	31,945	93.5%

The average pay of BAME employees is £29,858. The main differences in the pay structures are in lower grades and there is a higher proportion of BAME employees in those grades compared to higher grades.

There are no grades that show BAME employees earning more than +/-3% than White employees. On this basis there are no equality concerns for these options based on the protected characteristic of race.

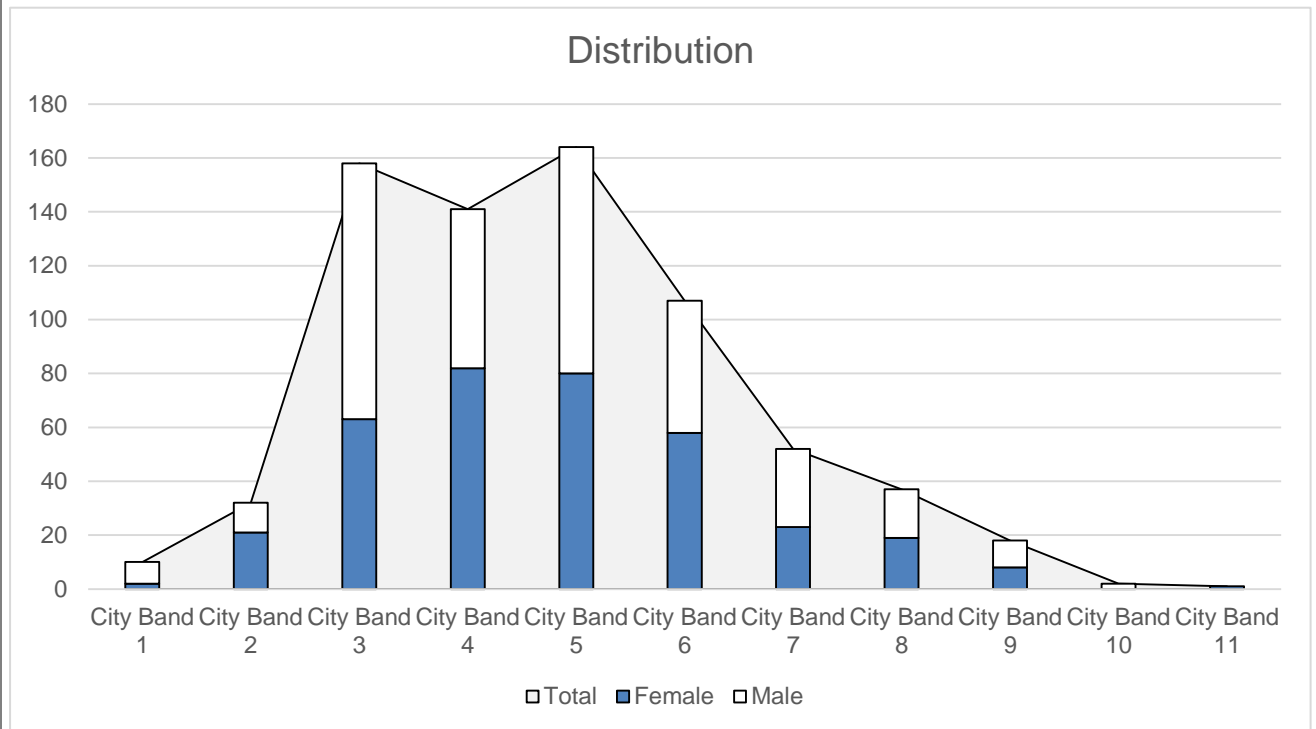
(g) Religion or belief

Data was not available to make an assessment, which means no impact could be identified specific to this equality group. Overall the impact will be positive for all staff as the new pay scales are inclusive of a 2% pay award.

(h) Sex

The profile of the council by grade is as follows.

Grade	F	M	F	M
City Band 1	2	8	0.3%	1.1%
City Band 2	21	11	2.9%	1.5%
City Band 3	63	95	8.7%	13.2%
City Band 4	82	59	11.4%	8.2%
City Band 5	80	84	11.1%	11.6%
City Band 6	58	49	8.0%	6.8%
City Band 7	23	29	3.2%	4.0%
City Band 8	19	18	2.6%	2.5%
City Band 9	8	10	1.1%	1.4%
City Band 10 and 11	1	2	0.1%	0.3%
Total	357	365	49.4%	50.6%



Grade	Proposal		
	F ave pay	M ave pay	F pay as as % of M pay
City Band 1	18,190	18,432	98.7%
City Band 2	21,069	20,647	102.0%
City Band 3	23,674	24,156	98.0%
City Band 4	27,569	27,763	99.3%
City Band 5	32,682	33,060	98.9%
City Band 6	37,231	37,098	100.4%
City Band 7	42,142	42,886	98.3%
City Band 8	46,102	46,398	99.4%
City Band 9	50,117	50,037	100.2%
City Band 10		56,250	0.0%
City Band 11	66,690		0.0%
Total	31,680	31,692	100.0%

The average pay of female employees in the proposal is £31,680. The average male pay is £31,692. Overall, female average pay is similar to male average pay because of the distribution of employees throughout the pay structure.

The proposal does not highlight female pay being more than +/-3% that of male pay in each grade. This demonstrates that equal pay for work of equal value is being achieved in each grade in each option. On this basis there are no equality concerns for the proposal based on the protected characteristic of sex.

Data for pay bands 10 and 11 has been shown together where possible as the numbers are small.

(i) Sexual orientation

Data was not available to make an assessment, which means that no impact could be identified specific to this equality group. Overall the impact will be positive for all staff as the new pay scales are inclusive of a 2% pay award.

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty

The national pay award includes higher percentage pay awards for those on the equivalent of Band 1 and Band 2, this has a positive impact on pay for lower income groups.

11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqlA accordingly.)

The equality impacts of these proposals will be monitored and reported in the annual workforce report, which includes equality reporting by pay band, and the Council's gender pay gap reporting. This information is reported annually to the Equalities Panel and will be available on the Council's website.

12. Do you have any additional comments?

N/a

13. Sign off

Name and job title of lead officer for this equality impact assessment:

Deborah Simpson, Head of Human Resources

Names and job titles of other assessment team members and people consulted:

Consultees of Civic Affairs report.

Date of EqIA sign off: January 2019

Date of next review of the equalities impact assessment: April 2020

All EqIAs need to be sent to Helen Crowther, Equality and Anti-Poverty Officer. Has this been sent to Helen Crowther?

Yes

No

Date to be published on Cambridge City Council website: As part of Civic Affairs report