

Equality Impact Assessment (EIA)

Before completing this form, please refer to the supporting guidance documents which can be found on the equality page of the intranet. The page also provides the name of your Corporate Equality Group member should you need any additional advice.

Equality Impact Assessments (EIAs) are a planning tool that enable us to build equality into mainstream processes by helping us to:

- consider the equality implications of our policies (this includes criteria, practices, functions or services - essentially everything we do) on different groups of employees, service users, residents, contractors and visitors
- identify the actions we need to take to improve outcomes for people who experience discrimination and disadvantage
- fulfil our commitment to public service.

The level of detail included in each EIA should be proportionate to the scale and significance of its potential impact on the people with protected characteristics.

This assessment may be published on the Authority’s website as part of a Council or Cabinet Report. It can also be requested under the Freedom of Information Act 2000 and can be used as evidence in complaint or legal proceedings.

Proposal details

1. Name of the policy or process being assessed	North Tyneside Living Wage	
2. Version of this EIA (e.g. a new EIA = 1)	1	
3. Date EIA created	04/11/20	
	Name	Service or organisation
4. Principal author of this EIA	Suzanne Duncan	HR
5. Others involved in writing this EIA <i>EIAs should not be completed by a sole author. Think about key stakeholders and others who can support the process and bring different ideas and perspectives to the discussion.</i>	Carol Murphy	HR

6. What is the purpose of your proposal, who should it benefit and what outcomes should be achieved?

The purpose of the proposal is to put in place the real living wage for our employees who are in roles at the bottom of the pay scale this will mean they will receive a supplement which up lifts their salary to £9.30/hour from £9.25/hour this will be backdated to April 2020.

There is an ambition to continue to supplement pay to ensure it meets the Living wage into 21/22 at the amount of £9.50/hour

This impacts on 115 Grade 1 employees which are predominantly cleaners in our facilities. This staff group are 84% female.

7. Does this proposal contribute to the achievement of the Authority's public sector equality duty? Will your proposal:

Write your answers in the table

Aim	Answer: Yes, No, or N/A	If yes, how?
Eliminate unlawful discrimination, victimisation and harassment	No	
Advance equality of opportunity between people who share a protected characteristic and those who do not	No	
Foster good relations between people who share a protected characteristic and those who do not	No	

Evidence Gathering and Engagement

8. What evidence has been used for this assessment?

Workforce data

9.a Have you carried out any engagement in relation to this proposal?

	√
Yes - please complete 9b	x
No	

9.b Engagement activity undertaken	With	When
<i>This has been discussed with Trade Unions and Senior Leaders</i>	TU'S, Senior Leaders, Cabinet member for HR	August, and November 2019

9. Is there any information you don't have?

	√	Please explain why this information is not currently available
Yes - please list in section A of the action plan at Q13		
No	x	

Analysis by protected characteristic

	A	B	C
11. Protected characteristic	Does this proposal and how it will be implemented have the <u>potential</u> to impact on people with this characteristic? (Answer – Yes or No)	If ‘Yes’ would the <u>potential</u> impact be positive or negative? (Answer – positive or negative)	Please describe the <u>potential</u> impact and the evidence (including that given in Q8 and 9) you have used
All Characteristics	Yes	Positive	This is providing an increase in pay to the real living wage for our employees.
Sex – male or female	Yes	Positive	This workforce is predominately (84%) female therefore this has a positive impact for our female employees,
Pregnancy and maternity – largely relates to employment, but also to some aspects of service delivery e.g. for breastfeeding women	Yes	Positive	There is insufficient data to ascertain the impact for this group. However the impact is positive across all affected employees

Age – people of different ages, including young and old	Yes	Positive	This group of employees are predominantly aged between 35-64 With 42 of employees aged between 55-64 therefore this will benefit staff in these age groups. This age profile is generally reflective of the workforce.
Disability – including those with visual, audio (BSL speakers and hard of hearing), mobility, physical, mental health issues, learning, multiple and unseen disabilities	Yes	Positive	The numbers of employees who have declared that they have a disability in this group of employees is very low. There is not enough data to ascertain the impact for this group. However the impact is positive across all affected employees.
Gender reassignment - includes trans, non-binary and those people who do not identify with or reject gender labels	Yes	Positive	There is no data to assess the impact on this group. However the impact across all affected employees.
Race – includes a person's nationality, colour, language, culture and geographic origin	Yes	Positive	Data suggests the majority of employees in this group fall into the Category identify as white British.
Religion or belief – includes those with no religion or belief	Yes	Positive	Data suggests that the majority of employees in this group identify as Christian.
Sexual orientation – includes gay, lesbian, bisexual and straight people	Yes	Positive	There is insufficient data held to ascertain the impact on this group. However the impact is positive across all affected employees..

Marriage and civil partnership status - not single, co-habiting, widowed or divorced– only relates to eliminating unlawful discrimination in employment	Yes	Positive	There is insufficient data to ascertain the impact for this group. However the impact is positive across all affected employees	
Intersectionality - will have an impact due to a combination of two or more of these characteristics	Yes	Positive	There is insufficient data to ascertain the impact for this group. However the impact is positive across all affected employees..	

If you have answered **'Yes'** anywhere in column A please complete the rest of the form, ensuring that all identified negative impacts are addressed in either Q12 'negative impacts that cannot be removed' or Q13 'Action Plan' below

If you have answered **'No'** in all rows in column A please provide the rationale and evidence in the all characteristics box in column C and go to Q14 'Outcome of EIA'.

12.a Can any of the negative impacts identified in Q11 not be removed or reduced?

Yes - please list them in the table below and explain why	
No	

12.b Potential negative impact	What alternative options, if any, were considered?	Explanation of why the impact cannot be removed or reduced or the alternative option pursued.

Action Planning (you do not need to complete the grey cells within the plan)

13. Action Plan	Impact: (Answer remove or reduce)	Responsible officer (Name and service)	Target completion date
Section A: Actions to gather evidence or information to improve NTC's understanding of the potential impacts on people with protected characteristics and how best to respond to them (please explain below)			
Section B: Actions already in place to remove or reduce potential negative impacts (please explain below)			
	No Negative impacts		
Section C: Actions that will be taken to remove or reduce potential negative impacts (please explain below)			
	No Negative impacts		
Section D: Actions that will be taken to make the most of any potential positive impact (please explain below)			
Section E: Actions that will be taken to monitor the equality impact of this proposal once it is implemented (please explain below)			
Section F: Review of EIA to be completed			

14. Outcome of EIA

Based on the conclusions from this assessment:

Outcome of EIA	Tick relevant box	Please explain and evidence why you have reached this conclusion:
The proposal is robust, no major change is required.	✓	This is a positive impact which will ensure those on Grade 1 will be paid £9.30 per hour which is the hourly rate recommended by the Living Wage Foundation.
Continue but with amendments		
Not to be pursued		

Now send this document to the [Corporate Equality Group member for your service](#) for clearance.

Quality assurance and approval

Questions 15-18 are only for completion by the Corporate Equality Group Member for your service

15. Do you agree or disagree with this assessment?	Agree		Disagree	
16. If disagree, please explain:				
17. Name of Corporate Equality Group Member:	Carol Murphy			
18. Date:				

Conclusion:

- If the assessment is agreed, please send the document to the Head of Service for sign off.

- If you disagree return to author for reconsideration.

Questions 19-22 are only for completion by the Head of Service

19. Do you agree or disagree with this assessment?	Agree	<input checked="" type="checkbox"/>	Disagree	<input type="checkbox"/>
20. If disagree, please explain:				
21. Head of Service:	Janice Gillespie			
22. Date:				

Please return the document to the Author and Corporate Equality Group Member.