

Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

Senior Officer Pay Policy

Description of what is being impact assessed

What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?

Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc

It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact

The senior officer pay policy has been reviewed as part of an annual process and the amendments below have been incorporated into the revised policy :

- Revised job titles in the strategic leadership team
- Amended CEO/median pay ratio
- Amended employer pension contribution
- Slight increase to evening meal subsistence rate
- Revised wording to reflect new values and behaviours
- Added new 2023/24 pay scales in light of pay settlement
- Amended Deputy Chief Executive arrangements to reflect current process
- Amended lowest pay rate to reflect new 2023/24 pay
- Added latest gender pay gap summary.

These changes are to reflect the latest structures and staff terms and conditions.

The stakeholders affected in these changes will principally be the Council’s workforce. There are no changes that will negatively affect staff. The gender pay gap remains positive and the Council continue to report and implement actions to ensure it remains this way.

| Evidence |
|---|
| <p>What data/information have you used to assess how this policy/service/decision might impact on protected groups? <i>(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.</i></p> |
| <p>The Council must comply with Section 38 of the Localism Act 2011 ('The Act') requires local authorities in England to prepare, approve and publish a pay policy statement. Information and guidance is analysed from this Act to ensure the relevant data/evidence is contained within the pay policy.</p> <p>The amendments to this policy will be contained within the staff handbook and communicated to staff accordingly.</p> |
| <p>Who have you consulted with to assess possible impact on protected groups? <i>If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.</i></p> |
| <p>The Strategic Leadership has been consulted on the revisions to the policy and the appropriate Councillors. The amendments will not adversely affect the workforce.</p> |

| Analysis of impact on protected groups (and others) | | | | |
|---|--|----------------------------------|-------------------------------------|----------------------------------|
| <p>The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, before you have implemented any mitigation.</p> <ul style="list-style-type: none"> • The PCs of <u>Marriage and Civil Partnership</u> and <u>Pregnancy and Maternity</u> should be added if their inclusion is relevant for impact assessment. • Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability). | | | | |
| Protected group | Summary of impact <i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/ public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i> | Negative impact / outcome | Neutral impact / outcome | Positive impact / outcome |
| Age | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disability (physical, intellectual, mental) <i>Refer to CIA Guidance Notes and Mental Illness & Learning Disability Guide</i> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gender reassignment | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--|---|---|---|
| Race and ethnicity | | □ | ⊗ | □ |
| Religion or belief | | □ | ⊗ | □ |
| Sex | | □ | ⊗ | □ |
| Sexual orientation | | □ | ⊗ | □ |
| Not protected characteristics but consider other factors, e.g. carers, care leavers, veterans, homeless, low income, loneliness, rurality etc. | | □ | ⊗ | □ |

| | | | |
|--|--|----------------------------------|-------------------------------|
| <p>Negative impacts / outcomes action plan</p> <p>Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.</p> | | | |
| <p>Action taken/to be taken</p> <p><i>(copy & paste the negative impact / outcome then detail action)</i></p> | <p>Date</p> | <p>Person responsible</p> | <p>Action complete</p> |
| <p>If negative impacts / outcomes remain, please provide an explanation below.</p> | | | |
| <p>Nil</p> | | | |
| <p>Completed by (all involved in CIA)</p> | <p>Matt Rawdon, Assistant Director – People</p> | | |
| <p>Date</p> | <p>14 February 2024</p> | | |
| <p>Signed off by:</p> | <p>Aidan Wilke, Strategic Director – People & Transformation</p> | | |
| <p>Date</p> | | | |
| <p>Entered onto CIA database - date</p> | <p>TBA</p> | | |

Appendix 4

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| To be reviewed by (officer name) | Assistant Director (People) |
| Review date | 12 months |