

EQUALITY IMPACT ASSESSMENT/ ANALYSIS (EqIA)

Staff Benefits Project

Equality Impact Assessment/ Analysis (EqIA)

Group	Resources Group
Business Units/Service Area	HR Advisory Service
Plan/ Strategy/ Policy/ Service being assessed	Staff benefits project
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	New
EqIA Review team – List of members	Sarah McCluskey, HR Team Leader, Keshia Watkins, Senior HR Advisor, Belinda Blake, Senior Equality and Diversity Advisor.
Date of this assessment	10 June 2016
Signature of completing officer (to be signed after the EqIA has been completed)	Sarah McCluskey
Are any of the outcomes from this assessment likely to result in complaints from existing services users and/ or members of the public? If yes please flag this with your Head of Service and the Customer Relations Team as soon as possible.	NO
Name and signature of Head of Service (to be signed after the EqIA has been completed)	<i>Sue Evans</i> Sue Evans, Head of HR and OD
Signature of GLT Equalities Champion (to be signed after the EqIA is completed and signed by the completing officer)	Tonino Ciuffini, Head of Information Assets

A copy of this form including relevant data and information to be forwarded to the Group Equalities Champion and the Corporate Equalities & Diversity Team



Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																												
	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)				
State the Function/Policy /Service/Strategy being assessed:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Discounts portal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Childcare vouchers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Cycle to work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Mobile phones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.																											NO		
Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes please explain how.																											NO		

Form A2 – Details of Plan/ Strategy/ Service/ Policy

Stage 1 – Scoping and Defining

(1) What are the aims and objectives of Plan/Strategy/Service/Policy?

To secure a single partner that could maximise the opportunities of an employee benefits and salary sacrifice scheme for both the Council and staff whilst keeping to a minimum the input of Council staff time to administer/manage the scheme. To make benefits as widely accessible as possible to staff, including through the use of a single platform. The aims and objectives of the staff benefits project as a result are:-

- A tool to aid the recruitment and retention of staff
- At a time of restricted or no pay increases, real savings on day to day living that, depending on take up by the individual, could be seen as a real increase in disposable income
- Increasing the scope of Salary Sacrifice schemes makes it a more inclusive package available to all staff and not just those with small children or those with a desire to cycle.
- A cycle scheme which may support the Council's green travel objectives
- A mobile and technology scheme which may support the Council's modern and flexible working objectives
- A holiday purchase scheme which may impact positively on the Council's sickness absence performance
- Significant savings to the Council in the form of reduced National Insurance contributions (NICs), and for some schemes, pension contributions
- Savings to staff in the form of reduced tax and NIC contributions, and for some schemes, pension contributions

(2) How does it fit with Warwickshire County Council's wider objectives?	<p>The staff benefits project supports the Council's strategy to maximise employee engagement as well as have the potential to support the following wider objectives:-</p> <ul style="list-style-type: none"> • Cycle scheme may support the Council's green travel objectives • Mobile and technology scheme may support the Council's modern and flexible working objectives • Holiday purchase scheme may impact positively on the Council's sickness absence levels
(3) What are the expected outcomes?	<ul style="list-style-type: none"> • Incentive for employees • Savings to the organisation
(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)	The intention is for all staff to benefit from the project, including those with protected characteristics.
<u>Stage 2 - Information Gathering</u>	
(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?	<p>A Project Group is leading the implementation of the staff benefits project which includes representatives from</p> <ul style="list-style-type: none"> • HR • Finance (Accountancy, Payroll & Procurement) • Procurement • Communications

<p>(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?</p>	<p>The Head of Human Resources and the Head of Finance have been involved from the perspective of how this will impact on staff as a benefit/incentive and the overall savings that it will have for the organisation.</p> <p>As the scheme will vary the terms and conditions of employment for those who enter the scheme, a paper will be sent to the Staff and Pensions board for consideration. As this scheme will not be enforced on staff – it is felt that this will not require the sign off from unions and members. An update on the project has been taken to the Council's union JCC.</p>		
<p>(3) Which of the groups with protected characteristics have you consulted with?</p>	<p>N/A</p> <p>However, it has been identified that a small percentage of the organisation may not benefit i.e part time staff which are mainly female in the organisation as well as under 18s and those at pensionable age.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE N/A</p>	<p>DISABILITY Same as gender</p>	<p>GENDER Women are more likely to work part time for the council. It is unlawful to make salary sacrifice deductions that would take a member of staff below the National Minimum/Living Wage level, therefore this may mean that more women than men are unable to take part in the schemes. However, this this is unavoidable due to legislation. It is also worth noting that the schemes are entirely voluntary.</p>

	MARRIAGE/CIVIL PARTNERSHIP	AGE Employees who are 18 and below may not be able to partake due to Consumer Credit Act Laws. Also, where the schemes impact on pensions, this may adversely impact on pensions, which potentially is particularly relevant to those reaching retirement age.	GENDER REASSIGNMENT N/A
	RELIGION/BELIEF N/A	PREGNANCY MATERNITY N/A	SEXUAL ORIENTATION N/A

<p>(2) If there is an adverse impact, can this be justified?</p>	<p>The Salary Sacrifice Schemes are designed to be available to the maximum number of staff possible, within the parameters of the law and taking into account the need to manage any potential financial risk to the Council.</p> <p>However the schemes are largely governed by Legislation (Consumer Credit Act 2006, Employment Rights Act 1996, tax legislation) and we are unable to deviate from this.</p> <p>With regards to age, a small percentage of the workforce are below the age of 18 and the reason for impact is a matter of Law in that they are not eligible to enter into financial arrangements.</p> <p>With regards to Gender, the impact for part time workers (many of whom are female) is a result of the law, and therefore unavoidable. Workers who meet the essential criteria are eligible to take up the offers regardless of their protected characteristics.</p> <p>It is also important to add that the salary sacrifice schemes are not enforced but voluntary for employees to partake in.</p>
<p>(3)What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>Although under 18 year olds are unable to participate in some schemes due to the law, there is an arrangement for the cycle scheme whereby under 18's can provide a guarantor such as a parent who agrees to cover the payments if the individual is unable to. Also, those who are unable to participate in the Bike scheme, will have the Pool Bikes available for them to use if required.</p> <p>We will ensure that staff across the authority are fully aware of these schemes and the reasons for why some of the restrictions apply. There will be ongoing communications so that as many staff as possible are aware and can equitably access this benefits scheme.</p>

May be restricted(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?	Ongoing communications ensure that the schemes are promoted as widely as possible and therefore benefit staff widely across the authority.
(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?	N/A
(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	N/A
(7) What are the likely positive and negative consequences for health and wellbeing as a result of this plan/strategy/service/policy?	<p>Scheme allows staff to purchase goods that may benefit their wellbeing i.e bikes.</p> <p>Also, savings on Tax could have an impact on personal finances and as a knock on effect, improve well-being.</p> <p>Availability of benefits in times when annual salary increases are restricted may assist in engagement of staff, and their view of WCC as a good employer, therefore improving wellbeing and motivation.</p>
(8) What actions are going to be taken to reduce or eliminate negative or adverse impact on population health? (This should form part of your action plan under Stage 4.)	N/A
(9) Will the plan/strategy/service/policy increase the number of people needing to access health services? If so, what steps can be put in place to mitigate this?	N/A

(10) Will the plan/strategy/service/policy reduce health inequalities? If so, how, what is the evidence?	N/A
--	-----

<u>Stage 4 – Action Planning, Review & Monitoring</u>					
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	EqIA Action Plan				
	Action	Lead Officer	Date for completion	Resource requirements	Comments
	On launch of each subsequent scheme potential adverse effects being proactively considered and mitigated where possible.	Sarah McCluskey	Before scheme is rolled out	Project group	

(2) Review and Monitoring

State how and when you will monitor policy and Action Plan

Project Meetings will continue to meet regularly to look at the uptake of the schemes and will monitor trends and whether the scheme is continuing to be a benefit for both the Organisation and employees.

Please annotate your policy with the following statement:

‘An Equality Impact Assessment/ Analysis on this policy was undertaken on 10/06/2016 and will be reviewed on the implementation of each scheme and then on 10/06/2019.