

Outline of Equality Impact Assessment

Having identified a preferred pay and grading structure and any proposed changes to terms and conditions it is essential that a full Equality Impact Assessment is undertaken. Irrespective of the process to be followed to implement the new structure whether it be through a collective or individual agreement or dismissal and reengagement the trade unions will not consider any final proposals without an assessment being completed.

Having undertaken several impact assessments NorthgateArinso have developed a report which meets the needs of the trade unions and should also form part of the final report for Members.

The contents of the report are outlined below:

1. Choice of Job Evaluation Scheme

This section will consider the scheme that has been used by the organisational to undertake the review. In some instances two schemes may have been used with a different scheme applied at the upper levels. This section will also include a factor level analysis to determine that all appropriate factor levels have been used in evaluating the range of jobs.

2. Job Evaluation Process

This section will outline how the job evaluation process has been undertaken outlining the process followed and how job holders, managers and the trade unions have been involved throughout the review. The purpose of this section is to ensure that the processes follow the principles set out in the national agreement and that the review has been conducted appropriately.

3. The Proposed Pay and Grading Structure

This section will include the following statistical reports produced from Pay Modeller and are required by the Trade Unions. Each report will be accompanied by a commentary and analysis together with recommendations where appropriate.

The reports and analysis will be based on the gender impact although if required and subject to data availability the same analysis can be undertaken for ethnic origin and disability or any other required equality data.

Typical reports include:

- Red, Green and White Circles by Gender
- Red, Green and White Circles by Gender and Grade
- Red Excess and Green Costs
- Proposed Grading profile by gender
- Headroom Winners and Losers by Gender and Grade
- Analysis of Pay Protection arrangements
- Allowances by Gender and Grade
- Proximity Analysis
- Gender Pay Gap



4. Allowances

This section will include a review of the current allowances in terms of their value and the gender of recipients. A review of the impact of any proposed changes to allowances will also be undertaken.

5. Pay Protection

As part of the report we will identify the impact of the proposed pay protection arrangements in terms of gender and the level of pay protection. We will also identify what elements are included in the pay protection arrangements and identify any level of risk.

6. Gender Pay Gap

A series of statistical reports with additional commentary and analysis will be provided on the impact on the gender pay gap. This can be based on either basic pay or total pay depending on the range of the proposals.

7. Proximity Analysis

A review of the proposed grade lines will also be undertaken to ensure that the proposed grade lines have not been set in a way that creates any potential indirect discrimination.

A separate database will also be provided which will enable the Organisation to review the relationship between jobs and organisational hierarchies.

8. Additional Policies and Procedures

As part of many pay reviews it is necessary to review existing policies such as annual leave or introduce new procedures such as market factor supplements.

If required the report will include an assessment of any proposed policy changes.

9. Recommendations and Future Monitoring

The report will include a conclusion and series of recommendations for further consideration as well as outlining future monitoring requirements.

An Executive Summary will also be provided and the findings reported back to the Management Board.

NorthgateArinso Reward Solutions will also support the Organisation in responding to any issues raised by the trade unions in response to the Equality Impact Assessment.

About NorthgateArinso Reward Solutions

NorthgateArinso Reward Solutions is a leading HR software & services provider offering innovative solutions to organisations of all sizes. With over 30 years experience in pay and reward restructuring, NorthgateArinso Reward Solutions has successfully completed over 1000 client projects. We specialise in Job Evaluation, Reward Structure Modelling, Flexible Benefits and Equal Pay.

Our 4,500 employees are dedicated to HR excellence through strategic business consulting, outsourcing services, systems integration and best-of-breed software solutions. We are one of the 5 largest HR service providers worldwide and have offices in 31 countries.

The Northgate Group is owned by private equity company Kohlberg Kravis Roberts (KKR) and currently employs over 6,500 staff and operates in 46 countries.