

Report of Chief Officer (HR)

Report to General Purposes Committee

Date: 28th November 2019

Subject: Implementation of the NJC Pay Spine

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1 Purpose of this report

1.1 To update the General Purpose Committee on implementation of the National Joint Council (NJC) new pay spine and seek approval of the assimilation option.

2 Background information

2.1 Following the National Employers pay negotiation on pay scales and allowances an agreement was reached between National Employers and the NJC Trade Unions on rates of pay applicable from 1st April 2018 and 1st April 2019. The outcome includes a nationally agreed pay agreement which, in essence, directs local authorities to assimilate the old NJC pay spine into a new pay spine from 1st April 2019. This is anticipated to give clarity and in effect have less spinal points across the NJC pay range.

2.2 The new pay spine attached in appendix I (NJC Nationally Agreed Collective Agreement) is to be introduced with effect from the 1st April 2019. It replaces the existing NJC pay spine of SCP (spinal column point) 6 to 49 and replaces it with SCP 1-43.

2.3 These are the principles of the agreed pay deal:

- A bottom rate of £9.00 per hour (£17,364) on a new Spinal column point (SCP) 1 which is equivalent to old SCP's 6&7.

- 'Pairing off' old SCP's 6-17 incl. to create new SCP's 1-6 inclusive.
- Equal steps of 2.0% between each new SCP's 1 to 22 incl. (equivalent to old SCP's 6-28 incl)
- By creating equal steps between these pay points, new SCP's 10, 13, 16 and 21 are generated to which no old SCP's will assimilate.
- On new SCP 23 and above (equivalent to old SCP's 29 and above), 2.0% increase on 2018 rate.

3 Main issues

- 3.4 This is a national collective agreement which will be incorporated into our employee contracts of employment. The changes to the pay spine are effective from the 1st April 2019 with staff being assimilated from that date.
- 3.5 This means that the new bottom rate of £9.00 (SCP1) is higher than our Leeds minimum rate of £8.75. As we no longer use SCP6 (old NJC pay spine) for basic pay we should consider using SCP1 although none of our existing employees would assimilate across to SCP1 it would mean that all new employees joining the council could be placed on SCP1.
- 3.6 Existing employees are currently employed on SCP8 and will be assimilated to SCP2 in line with the national agreement guidance. While SCP1 is within the scope of the new pay spine there is not a requirement to use all SCP's.
- 3.7 Currently we pay shift allowance at 10% of SCP6 (old pay spine) by using SCP1 (new pay spine) we then pay shift allowance based on the same percentage.
- 3.8 The new pay spine has an impact on our A1-C3 grades changing the range of spinal column points included in a grade. The spinal column point changes have no impact on SCP 29-49 which has corresponding grades of S01-P06 and will assimilate straight across. All staff at all levels benefit financially from the introduction of the new pay spine.
- 3.9 The biggest challenge to assimilation is the implementation date of the 1st April 2019 as this is also our date for awarding incremental progression. The NJC agreement is silent on the approach to be taken with regard to the chronology of assimilation and increments when moving to the new pay spine on 1st April 2019 but provides the two options.
- 3.10 Option A: to assimilate first and then award the increment.
- 3.11 Option B: increment first and then assimilate.
- 3.12 There are 11 current spinal column points where there is no difference to 01/04/19 salary using either method.
- 3.13 There are 5 current spinal column points where Option A would give the employee a higher 01/04/19 salary, all in the A and B salary ranges which is a total of 1275 staff of which benefits our lowest paid and also our female workers.

- 3.14 There are 5 current spinal column points where Option B would give the employee a higher 01/04/19 salary, all in the B3 and C salary ranges which is a total of 770.
- 3.15 It is not possible to blend the two options outlined above as the guidance is clear in that while either approach is acceptable it is important to use the same approach for the entire workforce covered by the agreement.
- 3.16 Working with Trade Unions an Equality Impact Assessment has been completed for both Option A and Option B. Appendix II (Option A Equality Impact Assessment including data and costing) and Appendix III (Option B Equality Impact Assessment including data and costing).
- 3.17 Option A is the recommended option for General Purposes Committee to agree as it benefits our lowest paid employees.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Consultation on the implementation of the nationally agreed new NJC Pay Spine commenced with our Trade Unions in August 2018 under the title of April 19 Pay Working Group. The following comments were received from the Trade Unions on the 22nd November and they have requested that these comments are include verbatim.
- 4.1.2 **Unite:** are not in a position to comment on the work of the Working Group meetings or any proposals at this point, as we are not in receipt of all the relevant information required, to enable an appropriate statement to be made.
- 4.1.3 **GMB:** are not in a position to comment on the work of the Working Group meetings or any proposals at this point, as we haven't been in receipt of all the relevant information required, to enable an appropriate statement to be made.
- 4.1.4 **Unison:** Unfortunately UNISON is not in a position to provide a comprehensive commentary for the draft GPC report by the required deadline of 10am today (22nd Nov). This is because we have not been in receipt, as of yesterday's EIA meeting, of the information on the costing & gender breakdown for both LCC & maintained schools. This along with other information requested by Unison Regional Office, being required to assist us in forming a position on the adoption of either Option A or Option B. In addition to this, there is a lack of clarity on the way forward in addressing other issues relating to the existing grading structure and the impact on the adoption of either option A or B. These include multiple incremental points within each band (our advice suggests that there should be a maximum of five increments within a band), significant overlapping of grades, pay compression and therefore the differential between some posts being further eroded as raised early on in the process. Management have also failed to provide evidence that the gender pay gap is being reduced as a consequence of year 2 of the pay award In addition to the above we need to make you aware that the issue of BSC needing to have the required information available to start the process of configuring SAP by the 10th December has meant that the whole process of dealing with the year two assimilation has been rushed. This has put an unnecessary pressure on both the unions and management and has resulted in the current impasse whereby UNISON is unable to make a decision on option A or B and is therefore not in a

position to be able to sign off the required collective agreement. On this basis we are seeking a postponement of decision to adopt Option A or Option B, until such time as we have been supplied with sufficient information to consult with members and to make a determination as to which option delivers the best outcome for UNISON members. For the avoidance of doubt it is UNISON's expectation that the pay rise is implemented from 1 April 19 with further discussions taking place on the implementation of either option A or B prior to the next scheduled GPC meeting. We should hopefully then be in a position to decide on which option is most appropriate and then sign off the collective agreement. Also to avoid any misunderstanding or non communication of UNISON's position I need to make you aware that the Leeds Local Govt branch are required to provide certain information and be able to evidence the fact that all of the above concerns have been dealt with prior to the required collective agreement being signed off by our Regional Head of Local Govt Karen Loughlin. As we are unable to reach agreement and are at odds with the Council's position on the requirement to have a collective agreement, they maintain the National award constitutes the collective agreement I have asked the Regional Head of Local Government to seek the assistance of the Regional Employers side joint Secretary to intervene to try and gain some clarification on whether ours or the Council officers understanding/advice is correct. Until such time as this happens we will not be in a position to progress matters.

Unison: Unison will not ballot it's members but will be communicating with them using a range of methods including newsletters and workplace meetings. It will take some time to do this.

- 4.1.5 GPC are asked to note that since the Trade Unions provided their comments as above they have been sent the further information they requested which related to the Equality Impact Assessment which is contained with Appendix II (Option A Equality Impact Assessment including data and costing) and Appendix III (Option B Equality Impact Assessment including data and costing).
- 4.2 Advice has been received from Yorkshire and Humberside Regional Employers to confirm that the implementation of the new pay spine is contained within the national collective agreement reached with trade unions, and is contractually binding. Whilst local trade unions may not be able to commit at this stage to option A or B implementation needs to proceed as planned to enable the national agreement to take effect.
- 4.3 The trade unions comments are noted however option A is the recommended option as it benefits more employees at the lower end of the pay scales.
- 4.4 **Equality and Diversity / Cohesion and Integration**
- 4.4.6 As set out in Appendix II (Option A Equality Impact Assessment including data and costing) and Appendix III (Option B Equality Impact Assessment including data and costing).
- 4.5 **Resources and value for money**
- 4.5.7 The estimated cost of implementing Option A is £2,539,534

4.5.8 The estimated cost of implementing Option B is £2,471,765

4.6 **Legal Implications, Access to Information and Call In**

4.6.1 This decision applies the National Pay Agreement therefore is not subject to call-in nor does this report contain any exempt information.

5 **Recommendations**

5.1 General Purposes Committee are asked to note the implementation of the NJC nationally agreed collective agreement which introduces a new pay spine effective from 1st April 2019 and approve option A for assimilation.

5.2 To note that Director of Resources and Housing is responsible for implementation.

6 **Background documents¹**

- Appendix I - NJC Nationally Agreed Collective Agreement.
- Appendix II relates to Equality Impact Assessment for Option A form and data breakdown including costing information
- Appendix III relates to Equality Impact Assessment for Option B form and data breakdown including costing information

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

National Joint Council for Local Government Services

Employers' Secretary:
Simon Pannell

Trade Union Secretaries
Rehana Azam, GMB
Jim Kennedy, Unite
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**To: Chief Executives in England, Wales and N Ireland
(copies for the Finance Director and HR Director)
Members of the National Joint Council**

10 April 2018

Dear Chief Executive,

2018 and 2019 PAYSCALES & ALLOWANCES

Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from **1 April 2018** and **1 April 2019**.

UNISON and GMB both voted to accept whilst Unite voted to reject. However, in line with the Constitution of the NJC, Unite accepts the collective majority decision of the other unions that the pay award should now be implemented.

The new pay rates are attached at **Annex 1**.

The new rates for allowances up-rated by two per cent in each year are set out at **Annex 2**.

Yours sincerely

*Simon
Pannell*

Simon Pannell

*Rehana
Azam*

Rehana Azam

*Jim
Kennedy*

Jim Kennedy

Heather Wakefield

Heather Wakefield

Joint Secretaries

ANNEX 1

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]
	£ per annum	£ per hour*	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*	
6	£15,014	£7.78	£16,394	£8.50	1	£17,364	£9.00	6/7
7	£15,115	£7.83	£16,495	£8.55				
8	£15,246	£7.90	£16,626	£8.62	2	£17,711	£9.18	8/9
9	£15,375	£7.97	£16,755	£8.68				
10	£15,613	£8.09	£16,863	£8.74	3	£18,065	£9.36	10/11
11	£15,807	£8.19	£17,007	£8.82				
12	£16,123	£8.36	£17,173	£8.90	4	£18,426	£9.55	12/13
13	£16,491	£8.55	£17,391	£9.01				
14	£16,781	£8.70	£17,681	£9.16	5	£18,795	£9.74	14/15
15	£17,072	£8.85	£17,972	£9.32				
16	£17,419	£9.03	£18,319	£9.50	6	£19,171	£9.94	16/17
17	£17,772	£9.21	£18,672	£9.68				
18	£18,070	£9.37	£18,870	£9.78	7	£19,554	£10.14	18
19	£18,746	£9.72	£19,446	£10.08	8	£19,945	£10.34	19
20	£19,430	£10.07	£19,819	£10.27	9	£20,344	£10.54	20
					10	£20,751	£10.76	
21	£20,138	£10.44	£20,541	£10.65	11	£21,166	£10.97	21
22	£20,661	£10.71	£21,074	£10.92	12	£21,589	£11.19	22
					13	£22,021	£11.41	
23	£21,268	£11.02	£21,693	£11.24	14	£22,462	£11.64	23
24	£21,962	£11.38	£22,401	£11.61	15	£22,911	£11.88	24
					16	£23,369	£12.11	
25	£22,658	£11.74	£23,111	£11.98	17	£23,836	£12.35	25
					18	£24,313	£12.60	
26	£23,398	£12.13	£23,866	£12.37	19	£24,799	£12.85	26
27	£24,174	£12.53	£24,657	£12.78	20	£25,295	£13.11	27
					21	£25,801	£13.37	
28	£24,964	£12.94	£25,463	£13.20	22	£26,317	£13.64	28
29	£25,951	£13.45	£26,470	£13.72	23	£26,999	£13.99	29
30	£26,822	£13.90	£27,358	£14.18	24	£27,905	£14.46	30
31	£27,668	£14.34	£28,221	£14.63	25	£28,785	£14.92	31
32	£28,485	£14.76	£29,055	£15.06	26	£29,636	£15.36	32
33	£29,323	£15.20	£29,909	£15.50	27	£30,507	£15.81	33
34	£30,153	£15.63	£30,756	£15.94	28	£31,371	£16.26	34
35	£30,785	£15.96	£31,401	£16.28	29	£32,029	£16.60	35
36	£31,601	£16.38	£32,233	£16.71	30	£32,878	£17.04	36

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]
	<i>£ per annum</i>	<i>£ per hour</i>	£ per annum	£ per hour	New SCP	£ per annum	£ per hour	
37	£32,486	£16.84	£33,136	£17.18	31	£33,799	£17.52	37
38	£33,437	£17.33	£34,106	£17.68	32	£34,788	£18.03	38
39	£34,538	£17.90	£35,229	£18.26	33	£35,934	£18.63	39
40	£35,444	£18.37	£36,153	£18.74	34	£36,876	£19.11	40
41	£36,379	£18.86	£37,107	£19.23	35	£37,849	£19.62	41
42	£37,306	£19.34	£38,052	£19.72	36	£38,813	£20.12	42
43	£38,237	£19.82	£39,002	£20.22	37	£39,782	£20.62	43
44	£39,177	£20.31	£39,961	£20.71	38	£40,760	£21.13	44
45	£40,057	£20.76	£40,858	£21.18	39	£41,675	£21.60	45
46	£41,025	£21.26	£41,846	£21.69	40	£42,683	£22.12	46
47	£41,967	£21.75	£42,806	£22.19	41	£43,662	£22.63	47
48	£42,899	£22.24	£43,757	£22.68	42	£44,632	£23.13	48
49	£43,821	£22.71	£44,697	£23.17	43	£45,591	£23.63	49

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2018	1 April 2019
£35.37	£36.08

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2018 and 1 APRIL 2019
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2018	1 April 2019
£1,264	£1,289

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2018	1 April 2019
£205	£209

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2018	1 April 2019
£149	£152

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2018	1 April 2019
£857	£874

Outer Fringe Area:

1 April 2018	1 April 2019
£597	£609

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2018	1 April 2019
£28.46	£29.03

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2018
£857

1 April 2019
£874

Outer Fringe Area:

1 April 2018
£597

1 April 2019
£609



Equality, diversity, cohesion and integration screening – organisational change impacting on the workforce

As a public authority we need to ensure that all organisational change arrangements impacting on the workforce have given proper consideration to equality, diversity, cohesion and integration.

Equality and diversity will always have relevancy to organisational changes which impact on a diverse workforce. If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration then you have already carried out an impact assessment.

A **screening** process is a short, sharp exercise, which completed at the earliest opportunity will help to determine:

- whether or not equality, diversity, cohesion and integration is being or has already been considered, and therefore
- whether or not it is necessary to carry out an impact assessment.

Directorate: Resources and Housing	Service area: Human Resources
Lead person: Rachel Chadwick-Taylor	Contact number: 0113 3789260

1. Please provide a brief description of the organisational change arrangements that you are screening

Following the National Employers pay negotiation on pay scales and allowances an agreement was reached between National Employers and the NJC Trade Unions on rates of pay applicable from 1st April 2018 and 1st April 2019. The outcome includes a nationally agreed pay agreement which, directs local authorities to assimilate the old NJC pay spine into a new pay spine.

The new pay spine is to be introduced from the 1st April 2019. It replaces the existing NJC pay spine of SCP (salary scale point) 6 to 49 and replaces it with SCP 1-43.

The NJC has given two options in terms of the sequence of implementation and assimilation when moving to the new pay spine. These are Option A: to assimilate first and then award the increment, if one is due or option B: to increment first, if one is due, and then assimilate. Currently the local authority favours option A as this will be more beneficial to the lowest paid within the authority.

The purpose of this Equality Impact Assessment is to look at the impact of the implementation of Option A.

A Separate assessment has been completed for Option B

2. Consideration of equality, diversity, cohesion and integration checklist

Questions	Yes	No
Have you already considered equality and diversity within your current and future planning?	x	
Where you have made consideration does this relate to the range of equality characteristics	x	
Have you considered positive and negative impacts for different equality characteristics	x	
Have you considered any potential barriers for different groups	X	
Have you used equality information and consultation where appropriate to develop your proposals	X	
Is there a clear plan of how equality areas identified for improvement will be addressed	X	

If you've answered **no** to the questions above, there may be gaps in your equality and diversity considerations and you should complete an equality and diversity, cohesion and integration impact assessment (organisational change). Please go to **section 4**.

If you've answered **yes** to the questions above and believe you've already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 3**.

3. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate that you've considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

How have you considered equality, diversity, cohesion and integration?

(think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected.

- The implementation of the new pay spine applies to all employees within Leeds City Council and maintained schools who the National Joint Committee is currently the negotiating body for.
- Option A would assimilate the current pay spine over to the new pay spine on the 1st April and then award an increment if one is due according the employees current grade and salary scale point.
- A working group has been set up to consider the two options for implementing the Pay Spine. This comprises of officers from within Human Resources working as part of a Pay Squad and Trade Union representatives from Unison, GMB and UNITE. In addition, specific meetings have been arranged to undertake the equality impact assessments for both options.
- Appendix A is the data that has been provided and scrutinised in terms of head count for those employees affected and the protected characteristics if option A is implemented. This breakdown has been anonymised and taken from data run off SAP by the councils Digital Information Service.
- The data provided is based on all employees on NJC pay broken down into gender, carer, disability, ethnicity, LGBT and religion. The working group has then looked at the breakdown for implementing both options and compared to see which would be the most beneficial for all characteristics.
- Consultation for decisions such as this is undertaken through the formally agreed arrangements with the Trade Unions. Trade Unions have the option to consult with their members on both options. The decision as to which option to use is being taken to General Purposes Committee with a report to support from the April 19 Working Group who consists of employees currently working on the implementation as well as NJC trade unions.

Key findings

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another).

- The data provided for implementing option A indicates that by assimilating employees on to the new pay spine and then incrementing (if an increment is due) would benefit Leeds City Council's lowest paid workers who are predominantly female.
- The above is evident with all of the characteristics we have provided data for. As part of Appendix A is the breakdown of staff who will receive an increment and therefore benefit more, of this 1,275 would benefit, 372 of which are on the lowest scale point (8) of which 311 are female.
- The same applies to all of the protected characteristics for those on the lower grades, Option A. This can be seen in the data from the higher number of employees on the lower grades, who have declared, moving up the pay spine quicker than if Option B was implemented.
- Option A is of greater benefit to those on the lower end of the pay scale for example employees on current SCP 8-20 as opposed to B which would be of more benefit to employees currently at SCP 21 to 28. This is due to employees at the lower end of the pay scale moving up the pay spine quicker. There are more than double the number of employees on the lower scales.
- Option A will be of a greater financial cost (approximately 68k more to implement option A than option B) to the authority to implement but is preferable to the authority due a greater number of employees benefiting at the bottom of the pay spine, the majority of which are women (of those who benefit 82% are female)
- As part of April 19 Working Group and those involved in the EIA Trade Unions have raised various pay related issues these include salary differentials, overlapping grades and length of incremental progression.

Actions

(think about how you'll promote positive impact and remove or reduce negative impact)

- The positive impact of implementing option A would be that a higher number of the lowest paid workers, who are predominantly female, would financially benefit due to a greater wage increase as opposed to Option B was implemented. This will in turn help to reduce the gender pay gap within the authority.
- All staff will receive an increase in salary due to the 2% pay award. No employee loses out by implementing either option but there is a greater benefit to the lowest paid workers by implementing Option A.
- All issues raised by Trade Unions that are related to pay are being recorded on an issues log which is a working document to ensure that each issue is addressed by the appropriate working group. The log is being regularly assessed and will continue to be going forward as part of HR Pay Matters meetings.

4. If you're not already considering the impact on equality, diversity, cohesion and integration you'll need to carry out an impact assessment

Date to scope and plan your impact assessment:

Date to complete your impact assessment

Lead person for your impact assessment
(Include name and job title)

5. Governance, ownership and approval

Please state here who approved the actions and outcomes of the screening

Name

Job title

Date

Date screening completed

6. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **executive board, full council, key delegated decisions** or a **significant operational decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- governance services will publish those relating to executive board and full council
- the appropriate directorate will publish those relating to delegated decisions and significant operational decisions
- a copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record

Complete the appropriate section below with the date the report and attached screening was sent

For executive board or full council – sent to governance services

Date sent:

For delegated decisions or significant operational decisions – sent to appropriate directorate

Date sent:

All other decisions – sent to the equality team

Date sent:

Gender Breakdown Option A Breakdown

SCP 1 April 2019	Male	Female	Total
1	0	0	0
2	509	3861	4370
3	319	712	1031
4	179	862	1041
5	78	644	722
6	849	2940	3789
7	13	25	38
8	99	307	406
9	99	246	345
10	63	141	204
11	510	1292	1802
12	1	0	1
13	60	175	235
14	0	0	0
15	80	228	308
16	56	123	179
17	376	1145	1521
18	6	23	29
19	13	6	19
20	37	88	125
21	48	103	151
22	336	639	975
Total	3731	13560	17291

Option A Numbers	
Male	3731
Female	13560
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option A for further detail.

Carer Breakdown Option A Breakdown

SCP 1 April 2019	Carer	Not a Carer	Not disc.	Total
1	0	0	0	0
2	126	1261	2983	4370
3	37	372	622	1031
4	19	185	837	1041
5	4	106	612	722
6	180	965	2644	3789
7	3	9	26	38
8	22	171	213	406
9	8	137	200	345
10	1	58	145	204
11	80	366	1356	1802
12	0	0	1	1
13	3	84	148	235
14	0	0	0	0
15	11	134	163	308
16	4	53	122	179
17	95	331	1095	1521
18	1	5	23	29
19	2	5	12	19
20	2	56	67	125
21	10	69	72	151
22	75	272	628	975
Total	683	4639	11969	17291

Option A Numbers	
Carer	683
Not a Carer	4639
Not Disclosed	11969
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option A for further detail.

Disability Breakdown Option A Breakdown

SCP 1 April 2019	Disabled	Not Disabled	Not disc.	Total
1	0	0	0	0
2	84	3336	950	4370
3	24	826	181	1031
4	28	819	194	1041
5	11	549	162	722
6	118	3094	577	3789
7	1	31	6	38
8	22	323	61	406
9	5	294	46	345
10	3	164	37	204
11	87	1509	206	1802
12	0	1	0	1
13	8	189	38	235
14	0	0	0	0
15	9	261	38	308
16	6	145	28	179
17	80	1286	155	1521
18	2	21	6	29
19	1	17	1	19
20	6	104	15	125
21	3	130	18	151
22	57	831	87	975
Total	555	13930	2806	17291

Option A Numbers	
Disabled	555
Not Disabled	13930
Not Disclosed	2806
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option A for further detail.

Ethnicity Breakdown Option A Breakdown

SCP 1 April 2019	BAME	Not BAME	Not disc.	Total
1	0	0	0	0
2	573	2906	891	4370
3	88	838	105	1031
4	115	837	89	1041
5	103	560	59	722
6	366	3030	393	3789
7	8	27	3	38
8	53	305	48	406
9	42	255	48	345
10	18	165	21	204
11	195	1499	108	1802
12	0	1	0	1
13	23	193	19	235
14	0	0	0	0
15	41	236	31	308
16	23	141	15	179
17	211	1211	99	1521
18	5	22	2	29
19	1	18	0	19
20	18	97	10	125
21	22	115	14	151
22	119	796	60	975
Total	2024	13252	2015	17291

Option A Numbers	
Non BAME	2024
BAME	13252
Not Disclosed	2015
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option A for further detail.

LGBT Breakdown Option A Breakdown

SCP 1 April 2019	Heterosexual	LGBT Other	Not disc.	Total
1	0	0	0	0
2	878	9	3483	4370
3	328	8	695	1031
4	186	7	848	1041
5	91	5	626	722
6	1152	30	2607	3789
7	12	0	26	38
8	179	18	209	406
9	131	6	208	345
10	61	1	142	204
11	614	10	1178	1802
12	0	0	1	1
13	87	8	140	235
14	0	0	0	0
15	130	11	167	308
16	65	3	111	179
17	539	22	960	1521
18	8	0	21	29
19	8	1	10	19
20	57	6	62	125
21	77	5	69	151
22	444	15	516	975
Total	5047	165	12079	17291

Option A Numbers	
Heterosexual	5047
LGBT Other	165
Not Disclosed	12079
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option A for further detail.

Religion Breakdown Option A Breakdown

SCP 1 April 2019	Christian	No Religion	Other	Not disc.	Total
1	0	0	0	0	0
2	1048	618	333	2371	4370
3	350	207	61	413	1031
4	323	192	66	460	1041
5	230	174	58	260	722
6	1115	573	221	1880	3789
7	13	7	4	14	38
8	131	107	38	130	406
9	98	93	29	125	345
10	62	33	12	97	204
11	575	265	100	862	1802
12	0	0	0	1	1
13	76	78	7	74	235
14	0	0	0	0	0
15	104	74	22	108	308
16	56	38	15	70	179
17	470	211	97	743	1521
18	8	6	2	13	29
19	5	2	1	11	19
20	25	46	16	38	125
21	62	37	10	42	151
22	337	178	70	390	975
Total	5088	2939	1162	8102	17291

Option A Numbers	
Christian	5088
No Religion	2939
Other	1162
Not Disclosed	8102
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option A for further detail.

Assimilation and Increment Information including costing and Gender Breakdown

Current SCP 31/03/19	Approach A ASS / INC employees benefiting under this approach	Approach A SCP 01/04/19		Approach B SCP 01/04/19	Approach B INC / ASS employees benefiting under this approach	Approach	Approach
						A	B
8	372	3		of which		£385,043	£269,896
9		3	neutral	3			
10	122	4		3		£159,409	£122,155
11		4	neutral	4			
12	79	5		4		£116,214	£89,775
13		5	neutral	5			
14	693	6		5		£1,040,243	£777,739
15		6	neutral	6			
16	9	7		6		£11,981	£8,265
17		7	neutral	7			
18		8	neutral	8			
19		9	neutral	9			
20		10		11	209	£195,747	£281,746
21		12	neutral	12			
22		13		14	182	£178,974	£262,320
23		15	neutral	15			
24		16		17	192	£200,482	£297,202
25		18		19	34	£46,806	£65,731
26		20	neutral	20			
27		21		22	153	£204,635	£296,936
28		23	neutral	23			
	1,275				770	£2,539,534	£2,471,765
						£67,769	

Increment and Assimilation Options

The table shows:-

- All staff who would be due an increment at 01/04/19
- The staff are grouped according to the scale point they are currently on
- eg there are 372 staff currently on scp8 who are due an increment on 01/04/19
- For each of these 372 their basic salary on their actual fte working hours was calculated (including on costs)
- For each of the 372 their basic fte salary with on costs was calculated as at 01/04/19 firstly using the scp they would move to under Approach A
- Their basic fte salary with on costs was then also calculated as at 01/04/19 using the scp they would move to under Approach B
- The increase in salary (including on costs) was then calculated for each of the 372 staff under both options
- the total increased cost for the 372 staff under both options is shown in the final 2 columns (ie at SCP 8 £385,043 under Option A and £269,896 under Option B)
- the same process was completed for staff currently on scp's 10, 12, 14, 16, 20, 22, 24, 25 and 27 who are due an increment on 01/04/19

Analysis of Option A or Option B on assimilation by Gender Breakdown

Spinal column points where employees benefit under Approach A

	Female	Male	Total
SCP8	311	61	372
SCP10	105	17	122
SCP12	73	6	79
SCP14	553	140	693
SCP16	4	5	9
TOTAL	1,046	229	1,275
	82.0%	18.0%	

Spinal column points where employees benefit under Approach B

	Female	Male	Total
SCP20	143	66	209
SCP22	131	51	182
SCP24	128	64	192
SCP25	25	9	34
SCP27	104	49	153
TOTAL	531	239	770
	69.0%	31.0%	



Equality, diversity, cohesion and integration screening – organisational change impacting on the workforce

As a public authority we need to ensure that all organisational change arrangements impacting on the workforce have given proper consideration to equality, diversity, cohesion and integration.

Equality and diversity will always have relevancy to organisational changes which impact on a diverse workforce. If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration then you have already carried out an impact assessment.

A **screening** process is a short, sharp exercise, which completed at the earliest opportunity will help to determine:

- whether or not equality, diversity, cohesion and integration is being or has already been considered, and therefore
- whether or not it is necessary to carry out an impact assessment.

Directorate: Resources and Housing	Service area: Human Resources
Lead person: Rachel Chadwick-Taylor	Contact number: 0113 3789260

1. Please provide a brief description of the organisational change arrangements that you are screening

Following the National Employers pay negotiation on pay scales and allowances an agreement was reached between National Employers and the NJC Trade Unions on rates of pay applicable from 1st April 2018 and 1st April 2019. The outcome includes a nationally agreed pay agreement which, directs local authorities to assimilate the old NJC pay spine into a new pay spine.

The new pay spine is to be introduced from the 1st April 2019. It replaces the existing NJC pay spine of SCP (salary scale point) 6 to 49 and replaces it with SCP 1-43.

The NJC has given two options in terms of the sequence of implementation and assimilation when moving to the new pay spine. These are Option A: to assimilate first and then award the increment, if one is due or option B: to increment first, if one is due, and then assimilate. Currently the local authority favours option A as this will be more beneficial to the lowest paid within the authority, but due consideration is being made to both options.

The purpose of this Equality Impact Assessment is to look at the impact of the implementation of Option B.

A separate assessment has also been completed for Option A.

2. Consideration of equality, diversity, cohesion and integration checklist

Questions	Yes	No
Have you already considered equality and diversity within your current and future planning?	x	
Where you have made consideration does this relate to the range of equality characteristics	x	
Have you considered positive and negative impacts for different equality characteristics	x	
Have you considered any potential barriers for different groups	x	
Have you used equality information and consultation where appropriate to develop your proposals	x	
Is there a clear plan of how equality areas identified for improvement will be addressed	x	

If you've answered **no** to the questions above, there may be gaps in your equality and diversity considerations and you should complete an equality and diversity, cohesion and integration impact assessment (organisational change). Please go to **section 4**.

If you've answered **yes** to the questions above and believe you've already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 3**.

3. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate that you've considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

How have you considered equality, diversity, cohesion and integration?

(think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected.

- The implementation of the new pay spine applies to all employees within Leeds City Council and maintained schools who the National Joint Committee is currently the negotiating body for.
- Option B would be to award an increment, if one is due, according to the employee's current grade and scale point, they would then assimilate onto the new pay spine.
- A working group has been set up to consider the two options for implementing the Pay Spine. This comprises of officers from within Human Resources working as part of a Pay Squad and Trade Union representatives from Unison, GMB and UNITE. In addition, specific meetings have been arranged to undertake the equality impact assessments for both options.
- Appendix A is the data that has been provided for the working group and scrutinised in terms of head count for those employees affected and the protected characteristics if option B is implemented. This breakdown has been anonymised and taken from data run off SAP by the councils Digital Information Service.
- The data provided is based on all employees on NJC pay broken down into gender, carer, disability, ethnicity, LGBT and religion. The working group has then looked at the breakdown for implementing both options and compared to see which would be the most beneficial for all characteristics.
- Consultation for decisions such as this is undertaken through the formally agreed arrangements with the Trade Unions. Trade Unions have the option to consult with their members on both options. The decision as to which option to use is being taken to General Purposes Committee with a report to support from the April 19 Working Group who consists of employees currently working on the implementation as well as NJC trade unions.

Key findings

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another).

- The data provided for implementing option B indicates that by incrementing (if one is due) on the current pay spine and then assimilating on to the new pay spine would be of a greater benefit to employees on the top end of the lower half of the pay spine so those between new SCP 11 and 22, the top of grade B3 and the C grades.
- The data provided for implementing option B indicates that by giving employees an increment and then assimilating onto the new pay spine would benefit those on SCP 20 and above of which 69% are female.
- Option B will cost the authority less to implement than Option A, a saving of just over 68k. This is due to less than half the employees (770 benefiting under approach B) at the higher end of the payscale benefiting than at the lower end (1275 employees benefiting under approach A). Of those that benefit using approach B there is 69% female.
- As part of April 19 Working Group and those involved in the EIA Trade Unions have raised various pay related issues these include salary differentials, overlapping grades and length of incremental progression.

Actions

(think about how you'll promote positive impact and remove or reduce negative impact)

- The positive impact of implementing option B would be that a number of staff on the new pay spine between SCP's 11 and 22 would financially benefit more than those on the lowest SCPs. This is due to the merging of scale points at the bottom of the spine.
- All staff will receive an increase in salary due to the 2% pay award. No employee loses out by implementing either option but there is a greater benefit to the lowest paid workers by implementing Option A.
- All issues raised by Trade Unions that are related to pay are being recorded on an issues log which is a working document to ensure that each issue is addressed by the appropriate working group. The log is being regularly assessed and will continue to be going forward as part of the HR Pay Matters meetings.

4. If you're not already considering the impact on equality, diversity, cohesion and integration you'll need to carry out an impact assessment

Date to scope and plan your impact assessment:

Date to complete your impact assessment

Lead person for your impact assessment (Include name and job title)	

5. Governance, ownership and approval Please state here who approved the actions and outcomes of the screening		
Name	Job title	Date
Date screening completed		

6. Publishing	
<p>Though all key decisions are required to give due regard to equality the council only publishes those related to executive board, full council, key delegated decisions or a significant operational decision.</p> <p>A copy of this equality screening should be attached as an appendix to the decision making report:</p> <ul style="list-style-type: none"> • governance services will publish those relating to executive board and full council • the appropriate directorate will publish those relating to delegated decisions and significant operational decisions • a copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record <p>Complete the appropriate section below with the date the report and attached screening was sent</p>	
For executive board or full council – sent to governance services	Date sent:
For delegated decisions or significant operational decisions – sent to appropriate directorate	Date sent:
All other decisions – sent to the equality team	Date sent:

Gender Breakdown Option B Breakdown

SCP 1 April 2019	Male	Female	Total
1	0	0	0
2	615	4166	4781
3	224	516	740
4	175	829	1006
5	183	1090	1273
6	738	2420	3158
7	10	23	33
8	99	307	406
9	99	246	345
10	0	0	0
11	573	1433	2006
12	1	0	1
13	0	0	0
14	60	175	235
15	80	228	308
16	0	0	0
17	432	1268	1700
18	0	0	0
19	19	29	48
20	37	88	125
21	0	0	0
22	384	742	1126
Total	3731	13560	17291

Option B Numbers	
Male	3731
Female	13560
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option B for further detail.

Carer Breakdown Option B Breakdown

SCP 1 April 2019	Carer	Not a Carer	Not disc.	Total
1	0	0	0	0
2	129	1399	3253	4781
3	36	253	451	740
4	18	172	816	1006
5	21	379	873	1273
6	162	688	2308	3158
7	3	7	23	33
8	22	171	213	406
9	8	137	200	345
10	0	0	0	0
11	81	424	1501	2006
12	0	0	1	1
13	0	0	0	0
14	3	84	148	235
15	11	134	163	308
16	0	0	0	0
17	99	384	1217	1700
18	0	0	0	0
19	3	10	35	48
20	2	56	67	125
21	0	0	0	0
22	85	341	700	1126
Total	683	4639	11969	17291

Option B Numbers	
Carer	683
Not a Carer	4639
Not Disclosed	11969
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option B for further detail

Disability Breakdown Option B Breakdown

SCP 1 April 2019	Disabled	Not Disabled	Not disc.	Total
1	0	0	0	0
2	93	3658	1030	4781
3	15	605	120	740
4	29	793	184	1006
5	21	985	267	1273
6	107	2588	463	3158
7	1	26	6	33
8	22	323	61	406
9	5	294	46	345
10	0	0	0	0
11	90	1673	243	2006
12	0	1	0	1
13	0	0	0	0
14	8	189	38	235
15	9	261	38	308
16	0	0	0	0
17	86	1431	183	1700
18	0	0	0	0
19	3	38	7	48
20	6	104	15	125
21	0	0	0	0
22	60	961	105	1126
Total	555	13930	2806	17291

Option B Numbers	
Disabled	555
Not Disabled	13930
Not Disclosed	2806
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option B for further detail

Ethnicity Breakdown Option B Breakdown

SCP 1 April 2019	BAME	Not BAME	Not disc.	Total
1	0	0	0	0
2	620	3243	918	4781
3	55	592	93	470
4	112	818	76	1006
5	182	930	161	1273
6	276	2592	290	3158
7	8	23	2	33
8	53	305	48	406
9	42	255	48	345
10	0	0	0	0
11	213	1664	129	2006
12	0	1	0	1
13	0	0	0	0
14	23	193	19	235
15	41	236	31	308
16	0	0	0	0
17	234	1352	114	1700
18	0	0	0	0
19	6	40	2	48
20	18	97	10	125
21	0	0	0	0
22	141	911	74	1126
Total	2024	13252	2015	17291

Option B Numbers	
BAME	2024
Not BAME	13252
Not Disclosed	2015
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option B for further detail

LGBT Breakdown Option B Breakdown

SCP 1 April 2019	Heterosexual	LGBT Other	Not disc.	Total
1	0	0	0	0
2	997	15	3769	4781
3	223	2	515	740
4	177	7	822	1006
5	315	16	942	1273
6	925	19	2214	3158
7	10	0	23	33
8	179	18	209	406
9	131	6	208	345
10	0	0	0	0
11	675	11	1320	2006
12	0	0	1	1
13	0	0	0	0
14	87	8	140	235
15	130	11	167	308
16	0	0	0	0
17	604	25	1071	1700
18	0	0	0	0
19	16	1	31	48
20	57	6	62	125
21	0	0	0	0
22	521	20	585	1126
Total	5047	165	12079	17291

Option B Numbers	
Heterosexual	5047
LGBT Other	165
Not Disclosed	12079
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option B for further detail

Religion Breakdown Option B Breakdown

SCP 1 April 2019	Christian	No Religion	Other	Not disc.	Total
1	0	0	0	0	0
2	1191	743	358	2489	4781
3	240	110	45	345	740
4	321	189	63	433	1006
5	360	297	112	504	1273
6	956	425	161	1616	3158
7	11	7	4	11	33
8	131	107	38	130	406
9	98	93	29	125	345
10	0	0	0	0	0
11	637	298	112	959	2006
12	0	0	0	1	1
13	0	0	0	0	0
14	76	78	7	74	235
15	104	74	22	108	308
16	0	0	0	0	0
17	526	249	112	813	1700
18	0	0	0	0	0
19	13	8	3	24	48
20	25	46	16	38	125
21	0	0	0	0	0
22	399	215	80	432	1126
Total	5088	2939	1162	8102	17291

Option B Numbers	
Christian	5088
No Religion	2939
Other	1162
Not Disclosed	8102
Total	17291

This data shows the headcount for employees within LCC and maintained schools who the National Joint Committee is currently the negotiating body for. From SCP 28 on the existing pay spine this is more straightforward effectively the new pay spine merely re-numbers existing pay points. See the Equality Impact Assessment form for Option B for further detail

Assimilation and Increment Information including costing and Gender Breakdown

Current SCP 31/03/19	Approach A ASS / INC employees benefiting under this approach	Approach A SCP 01/04/19		Approach B SCP 01/04/19	Approach B INC / ASS employees benefiting under this approach	Approach	Approach
						A	B
8	372	3		of which		£385,043	£269,896
9		3	neutral	3			
10	122	4		3		£159,409	£122,155
11		4	neutral	4			
12	79	5		4		£116,214	£89,775
13		5	neutral	5			
14	693	6		5		£1,040,243	£777,739
15		6	neutral	6			
16	9	7		6		£11,981	£8,265
17		7	neutral	7			
18		8	neutral	8			
19		9	neutral	9			
20		10		11	209	£195,747	£281,746
21		12	neutral	12			
22		13		14	182	£178,974	£262,320
23		15	neutral	15			
24		16		17	192	£200,482	£297,202
25		18		19	34	£46,806	£65,731
26		20	neutral	20			
27		21		22	153	£204,635	£296,936
28		23	neutral	23			
	1,275				770	£2,539,534	£2,471,765
						£67,769	

Increment and Assimilation Options

The table shows:-

- All staff who would be due an increment at 01/04/19
- The staff are grouped according to the scale point they are currently on
- eg there are 372 staff currently on scp8 who are due an increment on 01/04/19
- For each of these 372 their basic salary on their actual fte working hours was calculated (including on costs)
- For each of the 372 their basic fte salary with on costs was calculated as at 01/04/19 firstly using the scp they would move to under Approach A
- Their basic fte salary with on costs was then also calculated as at 01/04/19 using the scp they would move to under Approach B
- The increase in salary (including on costs) was then calculated for each of the 372 staff under both options
- the total increased cost for the 372 staff under both options is shown in the final 2 columns (ie at SCP 8 £385,043 under Option A and £269,896 under Option B)
- the same process was completed for staff currently on scp's 10, 12, 14, 16, 20, 22, 24, 25 and 27 who are due an increment on 01/04/19

Analysis of Option A or Option B on assimilation by Gender Breakdown

Spinal column points where employees benefit under Approach A

	Female	Male	Total
SCP8	311	61	372
SCP10	105	17	122
SCP12	73	6	79
SCP14	553	140	693
SCP16	4	5	9
TOTAL	1,046	229	1,275
	82.0%	18.0%	

Spinal column points where employees benefit under Approach B

	Female	Male	Total
SCP20	143	66	209
SCP22	131	51	182
SCP24	128	64	192
SCP25	25	9	34
SCP27	104	49	153
TOTAL	531	239	770
	69.0%	31.0%	