

## EQUALITY AND WORKLOAD IMPACT ASSESSMENT

<b>Procedure</b>	Pay Policy
<b>Date</b>	1 September 2017
<b>Author</b>	Vine Trust Board

### 1. What are the broad aim(s) or objective(s) of the policy, procedure or practice?

A Policy setting out how, by whom and when pay decisions will be made which complies with employment and education law and best practice.  
This Policy links with the Performance Management Policy.

### 2. What outcomes do you want to achieve?

The object of the formal Policy is to provide a framework to ensure fair, transparent and robust pay decisions.  
Roles, responsibilities, timeframes and criteria are clear.  
Employees have a process to appeal against pay decisions.

### 3. If possible, how do you monitor the policy, procedure or practice for its impact on different stakeholder groups? If it is not possible please briefly explain why below:

Monitoring is done in the following ways:

- Through consultation on the procedure prior to adoption and feedback on its operation from staff, managers and Trade Unions.
- Through moderation of PM and pay recommendations by the executive headteacher/headteacher/SLT.
- Through monitoring of PM and Pay decisions by the Vine Trust Board, Local Board/ Local Governing Body.

### 4. List all of the data/information you have used to inform your impact assessment, including source & reference

- Regulations
- Teachers' Pay & Conditions Document, including statutory and non-statutory Guidance
- DfE Equality Impact Assessment
- Trade Union/Staff consultation

<b>5. Equality Impact Assessment</b>		
No evidence to date suggests negative impact of this Policy on any particular group.		
<b>Indicate any groups who may be adversely affected, the potential impact and measures to mitigate the potential impact</b>		
<b>Group</b>	<b>Impact</b>	<b>Measure</b>
Older / Younger workers	Possible discrimination in assessment of performance based on length of service as opposed to competence/performance. Could result in unreasonable expectations of older or younger staff.	<ul style="list-style-type: none"> <li>• Training for managers on pay and performance management</li> <li>• HR advice at appeals and review of procedures and processes following appeals</li> </ul>
Persons with a Disability, Employees on long term sick,	Possible discrimination based on attendance/adjusted duties Staff in these groups may be assessed as falling below performance expectations. Restricted assessment of performance based on limited attendance.	<ul style="list-style-type: none"> <li>• Procedures include appropriate adjusted considerations due to absences</li> <li>• Clear guidance in equalities and sickness absence management procedures on reasonable adjustments and treatment of people with disabilities</li> <li>• Provision of alternate format documents</li> </ul>
Gender – family related absences	Possible discrimination based on part-time working, breaks for family reasons. Potential negative performance assessments based on limited attendance.	<ul style="list-style-type: none"> <li>• Procedures include appropriate adjusted considerations due to absences</li> <li>• Procedures include appropriate considerations based on equality for part time workers</li> <li>• Clear guidance in family friendly policies on rights of workers in relation to family related absences</li> </ul>
Race	Possible discrimination in assessment of performance where cultural, language etc differences have not been supported.	<ul style="list-style-type: none"> <li>• Induction/support for all new workers</li> <li>• Clear guidance on assessment based on professional standards/job role</li> <li>• Provision of alternate language documents</li> </ul>
<p>In all cases:</p> <ul style="list-style-type: none"> <li>• Monitoring and moderation of pay recommendations/decisions by executive headteacher/ headteacher/ Vine Trust Board/ Local Board/ Local Governing Body</li> <li>• Effective operation of Performance Management Procedures including identifying fair and objective methods of assessment/evidence sources, including protocols for classroom observations</li> </ul>		
<b>6. Workload Impact Assessment</b>		
Effective Performance Management, leading to fair and effective pay decisions, requires employee and manager time to operate effectively.		
<b>Group</b>	<b>Impact</b>	<b>Measure</b>
Employees	<ul style="list-style-type: none"> <li>• Time to attend meetings</li> <li>• Provision of evidence to support performance assessment</li> </ul>	<ul style="list-style-type: none"> <li>• PM meetings will be well planned, limited in number and take place during directed/working time</li> <li>• Paperwork to support Performance Management/Pay decisions will be kept to a minimum</li> <li>• Employee will not be required to collect portfolios of evidence</li> </ul>
Line Managers	<ul style="list-style-type: none"> <li>• Time to attend meetings</li> <li>• Paperwork</li> </ul>	<ul style="list-style-type: none"> <li>• PM meetings will be well planned and limited in number</li> <li>• Line Managers will be allowed time, during directed/working time, to conduct PM meetings with their staff</li> <li>• Paperwork to support Performance Management/Pay decisions will be kept to a minimum</li> </ul>

**7. Monitor and review arrangements**

Procedures will be reviewed annually in the light of feedback, practice and legislation.