

FORM 2 Equality Impact Assessment

1. Name of the policy or practice

Market Pay – Policy Governing the Payment of Attraction and Retention Premia

2. What is the aim, objective or purpose of the policy / practice?

To enable the University to recruit and retain staff in areas where the internally comparable salary range under job evaluation is insufficient in relation to the external market rate.

3. Who is responsible for developing the policy ?

Ian Apperley, HR Director and Lesley Donnithorne, HR Manager (Projects & Systems)

4. Who is responsible for implementing the policy?

Lesley Donnithorne, HR Manager (Projects & Systems)

5. Who is affected by the policy?

All staff who either receive a market premia, or who do not and feel this is inequitable. Also managers seeking to recruit and retain staff.

6. Does this policy relate to any other policies?

Recruitment and Selection Policy
Job evaluation practice
Pay protection policy and practice

7. Is there any information/evidence to suggest that the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Include findings from consultations carried out. See Guidance p8-9

	Yes Please comment	No	Not known
Women, men, transgendered people	Women may feel less able to negotiate on starting salary. Shortage areas that generate higher pay levels in the external market may therefore be more male dominated. There are gender imbalances in some professional areas affected by market salary issues, ie. Surveying/Engineering and IT. However any internal perception of inequality in relation to market premia may be false as having a salary level based on a market premia may provide a less secure/guaranteed level of earnings over time.		

Black and minority ethnic groups		√	
Disabled people		√	
Younger or older people	Younger people are less likely to have attained a career level for which a market premia is required		
People of different faiths and beliefs		√	
Lesbian, gay and bisexual people		√	

8. Is the policy designed to promote equality for particular groups or good relations between groups? If so, which?

No. This is addressed by the Equality and Diversity Policy that seeks to redress imbalances in the workforce.

9. Is there any evidence or information to suggest a potentially adverse impact on the following equality groups as a result of this policy? See pages 9-10 of Guidance

	Yes Please comment	No	Not known
Women, men, transgendered people	An analysis of the current application of market premia at UWE shows that of the job types considered for market premia, 24% of job holders are female. Of those currently receiving market premia 25% are female. There are variations between job types, as some areas are more male dominated than others but this needs to be addressed through E&D action plans in those areas. There may be a perception that market premia are inequitably applied at UWE due to a lack of transparency. The forthcoming review of market premia may be an opportunity to publish information to address this.		
Black and minority ethnic groups	An analysis of the current application of market premia at UWE shows that of the job types considered for market premia, 7% of job holders are BME staff. Of those currently receiving market premia, 7% are BME staff.		

Disabled people	Data currently held on disability status is in need of review as it is some time since staff were last surveyed. It is not therefore possible to identify whether there is any potential adverse affect on this group at this time.		
Younger or older people		√	
People of different faiths and beliefs		√	
Lesbian, gay, bisexual people		√	

10. What additional information do you need? How will you get it?

Information Up to date information on the disability status of the UWE workforce Information on whether the recruitment/retention issues that have led UWE to apply market pay to particular job types are typical in the sector	Method for collecting information The re-surveying of staff through the data audit planned for later this year. Carry out a benchmarking survey of other HE institutions recruitment/retention issues
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11. Are there any other departments/units/organisations that might want to join you in commissioning new research?

No

12. Immediate amendment or revision of policy

a) Is there an opportunity to take steps to prevent discrimination, address different needs or promote equality of opportunity more effectively by immediately altering the policy/practice, or by working with others? If yes, please comment and complete action plan See pages 10-11 of Guidance

Not applicable.

13. Consultation

a) Do you need to carry out a formal/informal consultation internally or externally at this stage? See pages 11-12 of Guidance

Give details: A joint review of market premia with the trades unions is already planned for early 2009.

b) Are there other departments/units/organisations that might want to join you in commissioning new consultation?

Give details

The planned review of current market premia will involve working with senior management in the relevant areas about the application of the policy.

14. Please outline how you will revise the policy (if necessary) in the light of the consultation. If no change is to take place please give reasons.

The period of pay protection applicable if the market premia is no longer justifiable at its existing level will be reviewed in the light of case law.

Any adverse effect of the policy in terms of equality and diversity is unavoidable if the University is to continue to be able to recruit and retain staff in specific areas. It is acknowledged that there are gender imbalances in some areas which then lead to imbalances in the application of market premia. However, such imbalances need to be addressed by changing the E&D profile of the staff employed in those areas via E&D policies and action plans.

15. How will you monitor the policy to ensure that it delivers the required outcomes on equality and diversity? See Guidance page 12-13

The impact of the policy in terms of the distribution of market premia will be reviewed at least every 2 years, and where possible annually.

16. Please indicate when you think this policy/practice should be reviewed next:

The policy/practice will be reviewed as part of the review of the application of market premia planned for early 2009.

Equality Impact assessment completed by:

Name	Lesley Donnithorne
Post title	HR Manager (Projects & Systems)
Faculty / service	Human Resources
Date	July 2008

Confirmed by:

Name	Ian Apperley
Post title	HR Director
Faculty / service	Human Resources
Date	August 2008

Please return this form to the Equality and Diversity Manager.

ACTION PLAN – Name of Policy ...Market Pay Policy..... Service/Faculty...Human Resources.....

Issues	Actions required	Person Responsible	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Address gender imbalances in job areas attracting market premia	Head of Facilities Head of ITS		2010	The meeting of E&D action plan targets	Faculties and Services have set targets in relation to gender.
	Up to date data on disability status	E&D Manager, HR Manager (Systems & Projects)		December 2008	High return rate of E&D data	Pro forma for survey under development
	Carry out a benchmarking survey of other HE institutions	HR Manager (Systems & Projects)		February 2009	Useful information is gathered	Built into HR Work Programme for 2008
Consultation	Joint review of application of market pay policy with trades unions	HR Manager (Systems & Projects)	Market pay data – internal and external HR time TU time	February 2009	Any necessary changes identified are implemented	Built into HR Work Programme for 2008
Monitoring and review arrangements	Carry out planned market premia review	HR Manager (Systems & Projects)	Market pay data HR time TU time	February 2009	Appropriate changes made to the application of market premia	Built into HR Work Programme for 2008

Publication	Publish information and statistics about the application of the policy to generate greater transparency and dispel misperceptions	HR Manager (Systems & Projects)	HR time	March 2009	No negative feedback about the use of the policy	
Other actions						

Please return form to the Equality and Diversity Manager