

## Equality Impact Assessment Form (Page 1 of 2)

**Title of EIA/ DDM:** Invitation to tender for a new Employee Benefits Contract

**Name of Author:** Lynn Griffin–Pearce

**Department:** Strategy & Resources

**Interim Director:** Richard Henderson

**Service Area:** Resourcing and Reward

**Strategic Budget EIA** Y/N (please underline)

**Author (assigned to Covalent):** Monica Leishman

**Brief description of proposal / policy / service being assessed:**

Invitation to tender for a new Employee Benefits Contract for the provision of the award winning Works Perks package-offering a number of salary sacrifice schemes, travel to work options and lifestyle discounts to City Council employees. The Council's current Employee Benefits contract with p&mm (benefit partners) commenced on October 2012, which was then extended by 2 years-this now expires in October 2017.

**Information used to analyse the effects on equality:**

The existing Employee Benefits scheme, procurement regulations and also relevant guidance from the Equality Act 2010

	<b>Could particularly benefit</b> <b>X</b>	<b>May adversely impact</b> <b>X</b>	<b>How different groups could be affected</b> (Summary of impacts)	<b>Details of actions to reduce negative or increase positive impact</b> (or why action isn't possible)
People from different ethnic groups.	X <input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The retendering of the new Employee Benefits contract will mean that the current employee benefits offering will continue to be available to NCC colleagues.</li> <li>• We are also hoping to further enhance the Works Perks offering through the introduction of new schemes such as financial education and flexible fitness in the future.</li> <li>• This is in addition to continuing changing local and national discounts.</li> </ul>	<ul style="list-style-type: none"> <li>• The Employee Benefits specification includes a section on accessibility and specifies the following requirements – All information to be available in formats to meet the needs of different groups of employees, including: text only, large font sizes, compatibility with NCC's screen reader software, hard copy word version options available, applications / orders to be able to be made by phone in addition to online.</li> </ul>
Men	X <input type="checkbox"/>	<input type="checkbox"/>		
Women	X <input type="checkbox"/>	<input type="checkbox"/>		
Trans	X <input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	X <input type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	X <input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	X <input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	X <input type="checkbox"/>	<input type="checkbox"/>		
Older	X <input type="checkbox"/>	<input type="checkbox"/>		
Younger	X <input type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/ civil	X <input type="checkbox"/>	<input type="checkbox"/>		

partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).

***Please underline the group(s) /issue more adversely affected or which benefits.***

- Any improvements to Works Perks will help offset the potential outcome of the HRMC consultation which may impact on the car, phones and learning salary sacrifice schemes.
  - The removal of the learningplus scheme in particular is likely to have a detrimental impact on women as 65% are currently enjoy the tax/NI benefits
  - Likewise, should childcare vouchers be undertaken by Central Government (rather than employers) from 2018 (exact date still to be announced) then again, this will disproportionately affect women as 63% currently use the scheme
  - We await an update from the HMRC regarding the consultation outcome on salary sacrifice (likely to be in Dec 2016) & the Government regarding childcare vouchers before deciding what actions need to take place.
  - In the meantime, the childcare voucher scheme continues to help lessen the financial hardship experienced by new parents due to high childcare costs & supports new parents to return to work.
  - This benefit is also available to same sex couples and partners who are both working for the same employer.
  - Generally, employee benefits
- Regular consultation will be held with the three employee networks as required.
  - During 2015, the Works Perks team have visited 2 out of the 3 networks as part of the need to engage more fully with the workforce. This will be included in the Works Perks communication plan in the future.
  - PI's which outline progress against targets & required actions are uploaded on Covalent on a monthly basis & reported to the Portfolio Holder every quarter.
  - Separate exercises will need to be undertaken following the HMRC decision & the Government update regarding childcare vouchers so NCC can understand the consequences and whether anything can be done to redress the balance.

			provision will continue to have a positive impact across all of the equality strands as it helps colleague's money go a little bit further in times of limited pay awards & career progression.
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**Outcome(s) of equality impact assessment:**

- No major change needed     •Adjust the policy/proposal     •Adverse impact but continue
- Stop and remove the policy/proposal     **May need to adjust the policies based on HMRC/Central Government guidance**

**Arrangements for future monitoring of equality impact of this proposal / policy / service:**

Note when assessment will be reviewed (e.g. Review assessment in 6 months or annual review); Note any equality monitoring indicators to be used; consider existing monitoring/reporting that equalities information could form part of. **Will review in March 2017**

**Approved by (manager signature):**

The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.  
Emma Hodgett, Resourcing & Reward Manager

**Date sent to equality team for publishing:**

3<sup>rd</sup> November 2016  
Send document or link to:  
equalityanddiversityteam@nottinghamcity.gov.uk

**Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:**

1. Read the guidance and good practice EIA's  
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.