

AssessmentNo	513	Owner	amenon	
Resource	Transformation		Service/Establishment	People and Technology
	First Name	Surname	Job title	
Head Officer	Arun	Menon	Business Support Manager	
	(include job titles/organisation)			
Members	Graham Hawthorn Arun Menon			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	Interim Change to Pay Frequency			
	The aim, objective, purpose and intended out come of policy			
	Implement an interim change to the 2-weekly payrun which will transition employees to the 4-weekly payrun from 1 October 2022. This will initially be for a 12 month period with a review thereafter. As a direct consequence of the pandemic, the payroll team (6.8 FTE across 8 posts) has experienced significant increases in their workload through unprecedented demand arising from recruitment of extra social care workers, cleaners and teachers; the sheer volume of transactions; turnover within the team; the complexity of pay awards; the additional one-off payments to the social care and teaching workforce groups, and a myriad of other pay related matters, all of which make this interim proposal necessary. In addition to the ongoing nature of the transactional work, the team are responsible for the many statutory returns to HMRC, Strathclyde Pension Fund Office (SPFO) and Scottish Public Pensions Agency (SPPA).			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Joint Trade Unions and relevant members of the Corporate Services Committee			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
All staff that are on 2-weekly Pay. This will also impact the workload for the small transactional teams but more specifically the Payroll team due to the presence of this payrun.				
Who will be/has been involved in the consultation process?				
Joint Trade Unions and relevant members of the Corporate Services Committee				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	

Age			
Cross Cutting			
Disability			
Social & Economic Impact			
Sex	Women are more more likely to be income deprived than men	More women than men will be affected by the change. An initial review of the staff impacted by this change indicates a mis-alignment with the workforce demographics which this policy will address. Of the total 667 staff, 69% are females and 31% males. The overall workforce split by sex is roughly 75% female and 25% male so this group has disproportionately more males than we would expect, thereby not aligning with our workforce demographic.	Any negative impacts can be mitigated by financial advice via the Working4U team
Gender Reassign			
Health			
Human Rights			
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sexual Orientation			
Actions			
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.			
Will the impact of the policy be monitored and reported on an ongoing bases?			
Q7 What is your recommendation for this policy?			
Introduce			
Please provide a meaningful summary of how you have reached the recommendation			
Female workers are more likely to be affected, measures such as financial advice to mitigate			

from the W4U team to mitigate any negative impact around household budgeting pressures are available.