



Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Cost of Living Pay Award				
Is this a new or existing policy/ service/function? <i>(tick as appropriate)</i>	New		Existing	√	
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	Proposal is to move from our current local process for determining an annual cost of living pay award for employees to adopting the national pay settlement agreed by the NJC for local government employees				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>	Portfolio Holder, Unions, Chief Executive				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group. NB. Equality neutral means no negative impact on any group.</p> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age			√	
	Disability			√	
	Sex			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
	Armed forces community			√	
	Care leavers			√	
Other (eg low income, caring responsibilities)			√		
<p>Please provide a brief explanation of the answers above:</p> <p>The arrangements will be applied equally to all staff, irrespective of grade, working hours, working location or job role. The proposal does not give additional certainty as to when the cost of living pay award will be agreed (which could potentially be a positive impact for those on a low income), as this will be dependant on national negotiations, but it will ensure the amount payable is consistent with that paid</p>					



to the majority of local government employees, particularly the majority of local government employees in Norfolk. The process for implementation will be quicker as any award agreed nationally will only require ratification by the local Trade Union office and not need to be negotiated further.

Question	Answer	Comments	
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No		
3. Could this policy/service be perceived as impacting on communities differently?	No		
4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions: Actions agreed by EWG member:	
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p>			
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	Please provide brief summary:	
Assessment completed by:	Becky Box		
Name			
Job title	Assistant Director Central Services		
Date completed	14th April 2025		
Reviewed by EWG member	Charlotte Marriott	Date	15.04.25

✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)