
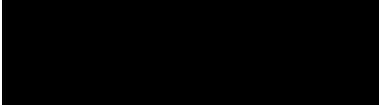


1. **Update the Council's Pay Policy Statement to reflect changes for the 2020/21 Year** (Pages 1 - 2)

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

<p><b>Delegated Power</b> Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.</p> <p>Delegated authority for the Executive Director, Central and Community Services, to update the Council's Pay Policy annually to reflect changes arising from the annual pay award, thus ensuring that it remains compliant with legislation. Agreed by Cabinet October 2017.</p>
<p><b>Decision Taken</b> Specify precise details of the decision taken</p> <p>To update the Council's Pay Policy Statement to reflect changes for the 2020/21 year.</p>
<p><b>Reasons for the Decision</b> Specify all reasons for taking the decision</p> <p>Section 38 of the Localism Act 2011 requires English and Welsh Local Authorities to produce a pay policy statement for each financial year.</p>
<p><b>Options considered</b></p> <p>N/A – Statutory requirement to produce and publish an annual Pay Policy Statement.</p>
<p><b>Any declarations of interest and details of any dispensations granted in respect of interests.</b></p> <p>N/A</p>
<p><b>List of Background papers</b></p> <p>Localism Act 2011 and associated guidance.</p>
<p><b>Authorisation</b> Post Held Executive Director</p> <p>Signature </p> <p>Date 27/07/2020</p>
<p><b>Consultation with members/officers</b> If the decision is taken following consultation with the members/officers, please give details:</p> <p>Signed by Member as consulted: N/A </p> <p>Date 11/8/2020</p>

# Pre-Screening Equality Impact Assessment

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function	Pay Policy Statement
Is this a new or existing policy/ service/function?	Existing
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Update to existing Pay Policy Statement to reflect changes for the 2020/21 year

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 <b>according to their different protected characteristic</b>, 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.</p> <p>NB. Equality neutral means no negative impact on any group.</p>	Positive	Negative	Neutral	Unsure	
	Age			√	
	Disability			√	
	Gender			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
Other (eg low income)			√		

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. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	
<p>5. 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</p>	No	<b>Actions:</b>
		<b>Actions agreed by EWG member:</b> Name .....

<b>Assessment completed by:</b> Name	Becky Box, Policy, Performance and Personnel Manager
<b>Job title</b>	<b>Date</b> 22 <sup>nd</sup> July 2020

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**