

Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of function/policy/plan to be assessed	To work towards the cessation of provision of payslips to pensioners of Orkney Islands Council, Payments.
Service/service area responsible	Finance, Corporate Services.
Name of person carrying out the assessment and contact details	Gareth Waterson, Head of Finance, Ext 2103 gareth.waterson@orkney.gov.uk
Date of assessment	24 September 2012
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	New proposal

2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/plan?	To work towards the cessation of provision of payslips to Pensioners of Orkney Islands Council.
State who is, or may be affected by this function/policy/plan, and how	<p>Any person who is in receipt of a pension from Orkney Islands Council who currently receives a monthly payslip informing them of how much their pension will be that month will instead not be sent a payslip unless there is a change to their circumstances or a change, within limits, to the amount of their pension.</p> <p>The default position for new pensioners would be for them to not get a payslip.</p> <p>Individuals affected could be any age but will generally be older people.</p>

How have stakeholders been involved in the development of this function/policy/plan?	<p>All Orkney Islands Council's Pensioners have been consulted by inserting a letter in their payslip and inviting them to respond.</p> <p>In responding to the consultation a number of pensioners themselves indicated surprise that the payslip continues to be provided each month. This would also indicate that the impact of the change may be limited. Although there were some who wanted the monthly payslips to continue in its current form the majority of the responses were in favour of the change.</p>
<p>Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise.</p> <p>e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)</p>	<p>There is no specific requirement to provide this service to this group.</p> <p>This is evident by the number of local authority pension providers as well as the Scottish Public Pension Authority who no longer provide regular payslips to their pensioners.</p> <p>The main reason to cease providing the payslip to the pensioners is that once their pension is set then it rarely changes from one month to another.</p> <p>The Government legislation states that:- You do not have a right to receive a pay slip if you are:</p> <ul style="list-style-type: none"> • not an employee; for example contractors, freelancers or 'workers' • a member of the police service • a merchant seaman, master or crew member working in share fishing and paid solely by a share in the profits or gross earnings of a fishing vessel
Could the function/policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)
1. Race: this includes ethnic or national groups, colour and nationality	No, the policy applies equally to all Orkney Islands Council Pensioners. Provision of this service is not affected by race or ethnic group.
2. Sex: a man or a woman	No, the policy applies equally to all Orkney Islands Council Pensioners. Provision of this service is not affected by gender.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No, the policy applies equally to all Orkney Islands Council Pensioners. Provision of this service is not affected by sexual orientation.
4. Gender Reassignment: the process of transitioning from one gender to another	No, the policy applies equally to all Orkney Islands Council Pensioners. Provision of this service is not affected by gender reassignment.

5. Pregnancy and maternity	No, the policy applies equally to all Orkney Islands Council Pensioners. Provision of this service is not affected by pregnancy or maternity issues.
6. Age: people of different ages	<p>Yes. Although the range of ages of Orkney Islands Council's Pensioners is from 13 to 95 the service is to predominantly older people. As the service relates to pension provision it means that older people are therefore proportionally more affected by this change than people of other ages.</p> <p>However, as Orkney Islands Council pensioners' monthly payment is fairly constant the withdrawal of payslips is not anticipated to make a significant difference. The effect should also be mitigated to some extent because there will be a payslip sent should there be a material change to the amount paid or if the pensioners personal detail changes e.g. address</p> <p>As a result of the feedback from the consultation some pensioners themselves indicated surprise that the payslip continues to be provided each month. This would also indicate that the impact of the change may be limited.</p>
7. Religion or beliefs or none (atheists)	No, the policy applies equally to all Orkney Islands Council Pensioners. Provision of this service is not affected by religion or other beliefs.
8. Caring responsibilities	No, the policy applies equally to all Orkney Islands Council Pensioners. Provision of this service is not affected by caring responsibilities.
9. Marriage and Civil Partnership	No, the policy applies equally to all Orkney Islands Council Pensioners. Provision of this service is not affected by marital or civil partnership status.
10. Disability: people with disabilities (whether registered or not)	No, the policy applies equally to all Orkney Islands Council Pensioners. Provision of this service is not affected by disability.

3. IMPACT ASSESSMENT	
Does the analysis above identify any differential impacts which need to be addressed?	There is likely to be a greater impact on older people.
How could you minimise or remove any potential negative impacts?	<p>The impact of suspending the payslips can however be minimised to some extent through the provision of a payslip should there be a material change in the amount paid or a change to the pensioners personal details.</p> <p>In addition, every effort would be made to provide pensioners with a copy of their payslip should they require it for tax, benefits etc.</p>

	This may limit the impact of the changes
Do you have enough information to make a judgement? If no, what information do you require?	Yes.

4. CONCLUSIONS AND PLANNED ACTION

Is further work required?	Yes. To feedback the outcome of the consultation to the pensioners.
What action is to be taken?	To progress with the suspension of Orkney Islands Council's pensioners payslips.
Who will undertake it?	The Payments Section.
When will it be done?	Within the financial year 2012 - 2013
How will it be monitored? (e.g. through service plans)	The Payments Section will continue to monitor the situation.

Signature

Date 24 September 2012

Name GARETH WATERSON
(BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.