

EQIA Submission Draft Working Template

If required, this template is for use prior to completing your EQIA Submission in the EQIA App.

You can use it to understand what information is needed beforehand to complete an EQIA submission online, and also as a way to collaborate with others who may be involved with the EQIA.

Note: You can upload this into the App when complete if it contains more detailed information than the App asks for and you wish to retain this detail.

Section A

1. Name of Activity (EQIA Title):

Apprentice Pay

2. Directorate

KCC wide

3. Responsible Service/Division

HR & OD

Accountability and Responsibility

4. Officer completing EQIA

Note: This should be the name of the officer who will be submitting the EQIA onto the App.

5. Head of Service

Note: This should be the Head of Service who will be approving your submitted EQIA.

Diane Trollope

6. Director of Service

Note: This should be the name of your responsible director.

Paul Royel

The type of Activity you are undertaking

7. What type of activity are you undertaking?

Service Change – operational changes in the way we deliver the service to people. Answer Yes/No

No

Service Redesign – restructure, new operating model or changes to ways of working. Answer Yes/No

No

Project/Programme – includes limited delivery of change activity, including partnership projects, external funding projects and capital projects. Answer Yes/No

No

Commissioning/Procurement – means commissioning activity which requires commercial judgement. Answer Yes/No

No
Strategy /Policy – includes review, refresh or creating a new document. Answer Yes/No
Yes - Revision to Apprenticeship pay rate
Other – Please add details of any other activity type here.
8. Aims and Objectives and Equality Recommendations – Note: You will be asked to give a brief description of the aims and objectives of your activity in this section of the App, along with the Equality recommendations. You may use this section to also add any context you feel may be required.
<p>Summary</p> <p>The national minimum pay rate for apprentices has risen to £4.81 in April 2022, increasing by 51p per hour from the previous year. With the rise in cost of living many describe the apprenticeship national minimum pay rate to be unaffordable. There is a need to review our approach to pay which will contribute to attracting candidates to apprenticeships, increasing retention rates and remaining competitive in the employment market whilst fulfilling our corporate parenting responsibility.</p> <p>Aims and Objectives</p> <p>The aim is to bring apprentices pay in line with our Kent Range grades. In addition, this simplified approach will attract a wider pool of candidates providing many with the opportunity to start their career whether that be supporting the Young People agenda or addressing National skills shortage.</p> <p>This approach will align to KCC’s key agendas such as the delivery of the People Strategy, Strategic Reset Programme, the 16-18 review and levelling up</p> <p>The apprentice rate will continue to be adjusted annually in accordance with the Kent Scheme award and still subject to review on an ad-hoc basis.</p>
Section B – Evidence
<i>Note: For questions 9, 10 & 11 at least one of these must be a 'Yes'. You can continue working on the EQIA in the App, but you will not be able to submit it for approval without this information.</i>
9. Do you have data related to the protected groups of the people impacted by this activity? Answer: Yes/No
Equality Data for the KCC staffing population (excluding schools).
10. Is it possible to get the data in a timely and cost effective way? Answer: Yes/No
Yes
11. Is there national evidence/data that you can use? Answer: Yes/No
Apprenticeship pay data has been gathered from other local authorities, which revealed that pay rates vary. Feedback from Apprenticeship Network indicate that employers are increasingly paying above the minimum wage for apprentices.
12. Have you consulted with Stakeholders?
<i>Answer: Yes/No</i>
<i>Stakeholders are those who have a stake or interest in your project which could be residents, service users, staff, members, statutory and other organisations, VCSE partners etc.</i>
Yes, feedback was sought from managers of existing Apprentices.
13. Who have you involved, consulted and engaged with?

Please give details in the box provided. This may be details of those you have already involved, consulted and engaged with or who you intend to do so with in the future. If the answer to question 12 is 'No', please explain why.

Feedback was gathered from Managers who currently employ or are recruiting an apprentice:

A survey was sent to a total of 28 identified managers and received 11 responses. 91% said their decision to recruit wouldn't have been impacted if apprentices were paid a minimum of £7.75 p/h.

Manager's recognised that the increase in pay would be more attractive and a "reasonable prospect" for young people, especially Care Leavers. Citing that it promotes the 'value' of apprentices to the service and reflects that they can be seen as such.

Links were also made to encouraging more young people to apply, driving a higher calibre of candidates and "being competitive within the job market, as an authority we are struggling to recruit". Recruitment data has found that of 124 applications for 42 apprenticeship vacancies only 6% were hired (Appendix 4: Tribepad information).

In a separate survey, feedback was gathered from individuals on the KCC Kickstart scheme, who were employed on the National Minimum Wage for their age questioned whether the minimum wage was affordable and indicated that they could not afford to take a pay drop to complete an Apprenticeship within KCC on the current apprenticeship pay rates. Furthermore, all Kickstarters who have stayed within the organisation have been recruited to KR3-KR7 roles, with KR5 being the most common grade utilised.

14. Has there been a previous equality analysis (EQIA) in the last 3 years? Answer: Yes/No

No

15. Do you have evidence/data that can help you understand the potential impact of your activity?

Answer: Yes/No

Yes, Equality Data for the KCC staffing population (excluding schools). Yes see question 11 & 12.

Uploading Evidence/Data/related information into the App

Note: At this point, you will be asked to upload the evidence/ data and related information that you feel should sit alongside the EQIA that can help understand the potential impact of your activity. Please ensure that you have this information to upload as the Equality analysis cannot be sent for approval without this.

Section C – Impact

16. Who may be impacted by the activity? Select all that apply.

Service users/clients - *Answer: Yes/No*

No

Residents/Communities/Citizens - *Answer: Yes/No*

No

Staff/Volunteers - *Answer: Yes/No*

Staff both current and new starters

17. Are there any positive impacts for all or any of the protected groups as a result of the activity that you are doing? Answer: Yes/No

Yes

18. Please give details of Positive Impacts

The adverse impact Rating is low:

Age: There is a positive impact on all people joining the organisation as an Apprentice and undertaking apprenticeship training with KCC as the intention is to recruit on a higher minimum salary and bring them into line with KR grades.

This change will particularly benefit younger employees (those in the 15-19 & 20-24 age ranges) as they will now be starting at a higher pay rate. The October 2022 Oracle equality data shows that KCC employs 81 staff age range from 15-19 years and 438 staff age 20-24 years.

Disability: There is a positive impact on all disabled people joining the organisation as an Apprentice and undertaking apprenticeship training with KCC as the intention is to recruit on a higher minimum salary and bring them into line with KR grades. The October 2022 Oracle equality data indicates 469 staff who have declared a disability.

Sex: There is a positive impact on all people joining the organisation as an Apprentice and undertaking apprenticeship training with KCC as the intention is to recruit on a higher minimum salary and bring them into line with KR grades. The October 2022 Oracle equality data shows that KCC employs 7956 females and 2029 males.

Gender identity/ Transgender: There is a positive impact on all people joining the organisation as an Apprentice and undertaking apprenticeship training with KCC as the intention is to recruit on a higher minimum salary and bring them into line with KR grades.

Race: There is a positive impact on all people joining the organisation as an Apprentice and undertaking apprenticeship training with KCC as the intention is to recruit on a higher minimum salary and bring them into line with KR grades

Religion and Belief: There is a positive impact on all people joining the organisation as an Apprentice and undertaking apprenticeship training with KCC as the intention is to recruit on a higher minimum salary and bring them into line with KR grades

Sexual Orientation: There is a positive impact on all people joining the organisation as an Apprentice and undertaking apprenticeship training with KCC as the intention is to recruit on a higher minimum salary and bring them into line with KR grades

Pregnancy and Maternity: There is a positive impact on all people joining the organisation as an Apprentice and undertaking apprenticeship training with KCC as the intention is to recruit on a higher minimum salary and bring them into line with KR grades

Marriage and Civil Partnerships: There is a positive impact on all people joining the organisation as an Apprentice and undertaking apprenticeship training with KCC as the intention is to recruit on a higher minimum salary and bring them into line with KR grades

KCC agreed policies and procedures will be applied throughout the process and the principles, and arrangements that it sets out are applicable to all employees irrespective of their protected characteristic/s.

Negative Impacts and Mitigating Actions

The questions in this section help to think through positive and negative impacts for people affected by your

activity. Please use the Evidence you have referred to in Section B and explain the data as part of your answer.

19. Negative Impacts and Mitigating actions for Age

a) Are there negative impacts for Age? Answer: Yes/No
(If yes, please also complete sections b, c, and d).

No

b) Details of Negative Impacts for Age

c) Mitigating Actions for Age

d) Responsible Officer for Mitigating Actions - Age

20. Negative Impacts and Mitigating actions for Disability

a) Are there negative impacts for Disability? Answer: Yes/No
(If yes, please also complete sections b, c, and d).

The pay increase represents a wage higher than the national minimum wage for apprenticeships, this may affect receipt of disability benefit, however it is not possible to generalise as this is calculated on an individual basis.

b) Details of Negative Impacts for Disability

c) Mitigating Actions for Disability

d) Responsible Officer for Mitigating Actions - Disability

21. Negative Impacts and Mitigating actions for Sex

a) Are there negative impacts for Sex? Answer: Yes/No
(If yes, please also complete sections b, c, and d).

No

b) Details of Negative Impacts for Sex

c) Mitigating Actions for Sex
d) Responsible Officer for Mitigating Actions - Sex
22. Negative Impacts and Mitigating actions for Gender identity/transgender
a) Are there negative impacts for Gender identity/transgender? Answer: Yes/No <i>(If yes, please also complete sections b, c, and d).</i>
No
b) Details of Negative Impacts for Gender identity/transgender
c) Mitigating actions for Gender identity/transgender
d) Responsible Officer for Mitigating Actions - Gender identity/transgender
23. Negative Impacts and Mitigating actions for Race
a) Are there negative impacts for Race? Answer: Yes/No <i>(If yes, please also complete sections b, c, and d).</i>
No
b) Details of Negative Impacts for Race
c) Mitigating Actions for Race
d) Responsible Officer for Mitigating Actions – Race
24. Negative Impacts and Mitigating actions for Religion and belief
a) Are there negative impacts for Religion and Belief? Answer: Yes/No

(If yes, please also complete sections b, c, and d).

No

b) Details of Negative Impacts for Religion and belief

c) Mitigating Actions for Religion and belief

d) Responsible Officer for Mitigating Actions - Religion and belief

25. Negative Impacts and Mitigating actions for Sexual Orientation

a) Are there negative impacts for sexual orientation. Answer:
Yes/No (If yes, please also complete sections b, c, and d).

No

b) Details of Negative Impacts for Sexual Orientation

c) Mitigating Actions for Sexual Orientation

d) Responsible Officer for Mitigating Actions - Sexual Orientation

26. Negative Impacts and Mitigating actions for Pregnancy and Maternity

a) Are there negative impacts for Pregnancy and Maternity? Answer: Yes/No
(If yes, please also complete sections b, c, and d).

No

b) Details of Negative Impacts for Pregnancy and Maternity

c) Mitigating Actions for Pregnancy and Maternity

d) Responsible Officer for Mitigating Actions - Pregnancy and Maternity
27. Negative Impacts and Mitigating actions for marriage and civil partnerships
a) Are there negative impacts for Marriage and Civil Partnerships? Answer: Yes/No <i>(If yes, please also complete sections b, c, and d).</i>
No
b) Details of Negative Impacts for Marriage and Civil Partnerships
c) Mitigating Actions for Marriage and Civil Partnerships
d) Responsible Officer for Mitigating Actions - Marriage and Civil Partnerships
28. Negative Impacts and Mitigating actions for Carer's responsibilities
a) Are there negative impacts for Carer's responsibilities? Answer: Yes/No <i>(If yes, please also complete sections b, c, and d).</i>
The pay increase represents a wage higher than the national minimum wage for apprenticeships, this may affect receipt of carers benefit, however it is not possible to generalise as this is calculated on an individual basis.
b) Details of Negative Impacts for Carer's Responsibilities
c) Mitigating Actions for Carer's responsibilities
d) Responsible Officer for Mitigating Actions - Carer's Responsibilities