

# Equality Impact Assessment Form

Revised September 2010



*(Equality target groups are those which cover the 9 protected characteristics under the Equality act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex (as in male or female) and sexual orientation)*

*When completing the equality impact assessment, please remove wording not applicable to what you are assessing e.g. service, policy, procedure, practice or project*

## **Part 1 Aims & implementation of the service, policy, procedure, practice or project**

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(Please refer to the guidance for additional information)*

### **1.1 What is being assessed**

Restructure of the Business Support team

### **1.2 Officer(s) and section or service responsible for completing the assessment**

Dean Finlayson, Business Support Manager  
Sharon Betts, Shared Services Manager  
Rosie Barnard, Lead Officer Diversity

### **1.3 What is the main purpose or aims of the restructure?**

The purpose of the restructure is to rationalise the group of staff brought in from a variety of service areas and covering a variety of pay grades. This will also allow the business processes currently in place to be streamlined.

### **1.4 Who is affected by the restructure?**

All staff as described in 1.3 above. Changes to the service will secure savings through a reduction in staffing numbers but will increase efficiency by the streamlining process.

### **1.5 Has the restructure been promoted or explained to those it might affect directly or indirectly?**

General information has been provided to staff via the Cabinet report, Chief Exec presentation, Time 2 Talk sessions & Vine messages. The team had already been involved in the development of a comprehensive task record sheet to give us an accurate picture of the amount & types of work being undertaken both currently & in the future. We held a team meeting on the 16<sup>th</sup> December to advise all staff of the proposed structure and opened up a period of consultation for the staff until 7<sup>th</sup> January. This enabled all staff to feed back any issues and/or changes they felt could be made to the proposals and several 121 sessions were held. The restructure should not impact on the service we currently provide to the wider staff in the Authority so we have not discussed the changes outside of the team affected directly.

### **1.6 How does the restructure contribute to better community cohesion?**

To make sure that future provision is provided to meet the expectations of the

community.

**1.7 How does the restructure fit in with the council's wider aims?**

Delivering better services – enhancing the Council's reputation, improving performance and value for money. Underpins the transformation programme allowing all staff to develop skills which will assist them in developing the changing organisation.

**1.8 What is the relevance of the restructure to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?**

The restructure together with key activities identified in 1.4 above once implemented will help to drive the equalities agenda through providing improved access and promoting diversity across the service.

**1.9 How is, or how will the restructure be put into practice and who is responsible for it?**

The Business Support Manager will be responsible for the restructure following approval at authorisation panel and implemented. New, detailed, Job descriptions & person specifications have been written. A revised staff structure has been created and jobs evaluated for appropriate gradings. Subject to directors approval and agreement by the vacancy panel, existing staff will be assimilated into equivalent roles in the new structure.

## **Part 2 Consideration of data and research**

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

### **2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken**

Please see 1.5 above

### **2.2 Equalities profile of users and beneficiaries**

Male = 7

Female = 12

Part time = 7

Pregnancy = 2

### **2.3 Evidence of complaints against the restructure on the grounds of discrimination**

None

### **2.4 What does the consultation, research and/or data indicate about the negative impact on the restructure.**

None identified.

### **2.5 What does the consultation, research and/or data indicate about the positive impact on the restructure**

The restructure will ensure the changes are made to improve efficiencies of the service provided.

### Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the protected characteristics of the Equality Act 2010.

#### 3.1 Complete this section with the following information – relating to all of the identified groups Equality Act 2010 (protected characteristics) (please refer to the guidance for additional information)

Protected Characteristics	Negative	Neutral	Positive	Comments
Age		√		
Disability		√		
Gender Reassignment		√		
Marriage & Civil Partnership		√		
Pregnancy & Maternity		√		Two people will be going on maternity leave June/July 2011 which I will need to arrange appropriate cover for to avoid any reduction in the service we provide.
Race		√		
Religion / Belief		√		
Sex (male / female)		√		
Sexual Orientation (LGB)		√		

**Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts:** *(Please refer to the guidance for additional information)*

**4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?**

Please see 2.4 above

**4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future.**

NA

**4.3 If there is no evidence that the restructure promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?**

NA

**4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?**

Plans are being put in place to cover the work currently undertaken by the two staff who will be taking maternity leave from June/July 2011.

**4.5 How will any restructure be implemented?**

Please see 1.9 above

**4.6 As 4.5 above please identify training requirements.**

Training for two staff has already been identified & booked and this will be reviewed during normal procedures such as pdr's, 121's, etc to plan further training as needed.

## **Part 5 Conclusions & recommendations**

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

### **5.1 Does the restructure comply with equalities legislation?**

Yes, any changes to future service delivery will involve managers ensuring that up to date equality and diversity training takes place and updating the EIA as deemed necessary.

### **5.2 What are the main areas requiring further attention?**

To mitigate the short term disruption caused through the restructure. For Manager to address the changes for staff and work on ways of addressing any issues relating to career pathways, development opportunities and future workload. (e.g. staff going on maternity leave)

### **5.3 Summary of recommendations for improvement**

Promotion of the new structure within the Business Support team and across the Council.

### **5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?**

As part of routine performance management.

### **5.5 When will the restructure be reviewed?**

After 6 months and in approx 12 months including benchmarking to the wider marketplace for equivalent costs in the private sector to ensure value for money.

## Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

***Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:***

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Age					
Disability					
Gender Reassignment					
Marriage & Civil Partnership					
Pregnancy & Maternity					
Race					
Religion / Belief					
Sex (male or female)					
Sexual Orientation					
Geographical location					
All of the above					

**Part 6 continued – Equality Impact Assessment – Summary report**

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the council’s website. Please access the Work tab of the council’s intranet and follow the instructions to upload your completed equality impact assessment on to the website.

Date of assessment

Officer’s name  Role

Service, policy, procedure, practice or project that was impact assessed

Summary of findings

Summary of recommendations and key points of action plan

**Groups that this policy will impact upon**

Age	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>
Religion / Belief	<input type="checkbox"/>	<input type="checkbox"/>
Sex (male/female)	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>