



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

Proposed revised structure for the Performance, Communication and Strategic Partnership Functions of the council

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

Claire Shand – Head of Human Resources
Rosie Barnard – Lead Officer Diversity and Wellbeing
Steve Beynon – Chief Executive

1.3 What is the main purpose services

Current provision:

Corporate Policy & Performance:- performance management, data quality and quantity, Centralisation of the Information Observatory data intelligence hub as well as policy support and development, corporate complaints

Communications:- raise the profile of the council, consultation and communication with residents, visitors and businesses with regard to local information

Future provision:

Corporate Performance: align the service within a risk and value for money unit within the Resources Directorate

Communications: Align with strategic partners to co-ordinate the approach to local communication and consultation as well as a greater emphasis on web based information. Promoting local events linked to corporate priorities and continuing to respond to media issues. Supporting the senior leadership team of the council with timely and appropriate information to staff and members.

1.4 Who are affected by the services? Who is it intended to benefit and how?

All staff within Performance, Communication and Strategic Partnerships Teams. Changes to the service will secure savings through a reduction in staffing numbers but will increase efficiency to enable services to focus attention on strategic priorities.

1.5 Has the change to the services been promoted or explained to those it might affect directly or indirectly?

Presentation of proposals by Chief Executive/Director of Resources followed by:
Formal consultation on proposed structure – all staff afforded opportunity to comment
Formal consultation on revised proposed structure – all staff afforded opportunity to comment
Individual consultation meetings prior to final publishing of structure.

1.6 How do the services contribute to better community cohesion?

Ensuring that information is provided to each Directorate of the council in the pursuit of improved service delivery as well as raising the profile of the council. Improved access to information via web based developments.

1.7 How do the services fit in with the council's wider aims?

Delivering Better Services – enhancing the council's reputation, improving performance and value for money

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

There are a slightly higher proportion of men to women in posts within the services in scope.

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

In light of the current financial budget position the council is refocusing its current provision of performance management and communications to reflect how customers both internal and external are able to access information in relation to improvements in service delivery along with communication and consultation. Raising the council's profile and improving strategic partnership working.

Corporate Policy and Performance: Development of a Value for Money Unit will ensure that services can more easily manage performance and improve service delivery as it will align with the management of risk and compliance. The revised service will be put into place with effect from 1st January 2011.

The Director of Resources will be the responsible officer for the Unit.

Communications: Improved resident information and access to web based information, consultation, surveys and strategic partnership working. The revised service will be put into place with the effect from 1st January 2011.

The Chief Executive will be responsible officer for the service.

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

Team meetings
Joint Service meetings
Individual consultation meetings
Information via email and letter

2.2 Equalities profile of users and beneficiaries

Staff data:

Male: 29
Female: 21
Pregnancy: 1

2.3 Evidence of complaints against the procedure on the grounds of discrimination

None identified

2.4 What does the consultation, research and/or data indicate about the negative impact on the services

There may be a negative impact for some staff in terms of pay scale due to redesign of posts and reduction in staff numbers as well as a disproportionate number males in relation to the staffing profile as 2.2 above as more than males are employed but this should also be readjusted and reflected in the overall profile of the new structure.

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

Corporate Policy & Performance: General understanding of the need to merge of performance, risk and project management into a central VfM Unit to progress performance management, policy development and information intelligence.

Communications: A general recognition for the need of effective communication and media management as well as the importance of reviewing the strategic partnership function to support its future progress in line with the council's public duties for consultation.

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	X		X	Average age is 40 which could impact on staff to find alternative employment on the Island. For those members of staff who are approaching retirement age this could provide an opportunity to retire earlier
Disability				
Gender Reassignment				
Marriage & Civil Partnership				
Pregnancy & Maternity		X		A pregnant member of staff is due to take maternity leave. The needs of this member of staff will be taken into account during the recruitment process to the new structure. There is a statutory right for this individual to return to the same or similar role where this still exists. Priority attention will be afforded to a role of choice based upon the required skills, qualification and competencies being met.
Race				
Religion / Belief				
Sex (male / female)	X			There may be a negative impact for some staff in terms of pay scale due to redesign of posts and reduction in staff numbers as well as a disproportionate number males in relation to the staffing profile as 2.2 above as more than males are employed but this should also be readjusted and reflected in the overall profile of the new structure
Sexual Orientation (LGB&T)				

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.

Careful management of the changes by keeping staff informed, delivering against agreed timescale including meaningful consultation prior to changes, to ensure minimal disruption to staff. In addition, individual consultation meetings with staff undertaken with an independent manager and HR Advisor to address changes in role, training needs and other concerns have taken place. Engagement with recognised trade union.

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

N/A

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

None identified

4.5 How will any service be implemented?

Following restructure procedures implementation will commence on 1st January 2011

4.6 As 4.5 above please identify training requirements.

None at present although this would be reviewed during normal procedures such as PDR, 1-1 supervision meetings etc with line managers.

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 service comply with equalities legislation?

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

5.2 What are the main areas requiring further attention?

To mitigate the short-term disruption caused through the re-design of services.
For managers to address the changes with staff and work on ways of addressing issues relating to career pathways, development opportunities and future workload etc.

5.3 Summary of recommendations for improvement

Promotion of new services to council directorates, the public and strategic partners

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 amended / changed services be reviewed?

6 months after implementation and then annually

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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>

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