

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 structure of the Regulatory Services function within the Economy & Environment Directorate.

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

Bill Murphy, Head of Planning Services
Rosie Barnard, Lead Officer, Diversity & Wellbeing

1.3 What is the main purpose or aims of the service, policy, procedure, practice or project

The service performs a diverse range of statutory functions of the Council laid down by a very large number of Acts of parliament.

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

All staff currently employed within Jubilee Stores who will form the Regulatory Services function within Planning and Regulatory Services.

Changes are proposed to secure savings where appropriate through reduction in staffing numbers whilst ensuring the correct skills and capacity is retained to deliver the statutory functions. The review is intended to achieve both the financial remit and a sustainable organisation that is focussed on delivering services to residents, businesses and visitors.

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

Yes through the Cabinet report 7 December 2010.
Presentation by the Chief Executive to chief officers 15 December 2010.
Formal consultation on the revised restructure of the top management structure of the organisation to senior officers within the directorate which has been cascaded to all staff. Following that review the consultation with all staff on the structure of the Economy & Environment Director was undertaken between 25 January 2011 and 4 February 2011. This consultation indicated a further review of functions carried out at Jubilee Stores would be undertaken. It is this further review which is now being undertaken.

1.6 How does the review contribute to better community cohesion?

The Regulatory functions of the Council in respect of various statutes including Planning, Building Control, Environmental Health and miscellaneous Licensing duties and Trading

Standards would be brought together into one Service. There are strong synergies between elements of these activities which all contribute to community cohesion.

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

The Council has adopted a set of principles that underpin the Corporate Plan and the Medium Term Financial Strategy. These include:

All core services will be subjected to review for the Environment and Economic Directorate this means:-

- The continuation of statutory and regulatory service provision to ensure our responsibilities are adequately met.
- There will be less resource, leading to fewer buildings and fewer staff
- The public will increasingly resolve their issues through the internet without the need of personal contact wherever possible at the first point of contact. Where personal contact is required, we will resolve their issues at the first point of contact ie. the customer service centre.

The review of the staffing structure of the Directorate contributes to the Delivering Better Services of the council – (11) Enhance the council's reputation, (12) Improve performance and value for money, (13) Work consistently and cohesively with partners and (14) prioritise and rationalise resources

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

Meeting the needs of the Island, eliminating unlawful discrimination and promoting equality of opportunity form part of the scope of the review. The council employs less staff from ethnic minority background or those with a disability than these groups form as a proportion of the overall Island population. The changes of the wider reorganisation will make achieving an organisation that is more reflective of community harder to achieve in the short to medium term. The output of the EIA will be taken into account during the implementation of the restructure.

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

In light of the current financial budget position the council is focussing its current provision on services which are sustainable and within a value for money framework. The Economy & Environment Directorate is working hard to reduce management and staff costs whilst ensuring that they have the capacity and skills to deliver services which are both statutory and regulatory. The revised provision will provide focussed, improved services to Island residents, businesses and visitors. The responsibility for service delivery within Regulatory Services on a day to day basis lies with the Head of Planning Services who reports to the Director of Economy & Environment.

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

Director Team meetings

Cabinet Report 7 December 2010

Employment Committee

Chief Executive briefings and presentations

Directorate Management Team meetings/consultation

Chief Officer meetings

Directorate Team meetings/issue of information

Staff briefings

EIA of proposed structure of the Economy & Environment Directorate dated 26 January 2011.

2.2 Equalities profile of users and beneficiaries

Total number of employees: 47

Full time: 39

Part time: 8

Female: 25

Male: 22

Flexible working (term time) :1

Flexible working (reduced hours following maternity leave; returns to full time on 1/4/2011) : 1

Maternity: 0 (Although 1 commencing on 1/4/2011)

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

None identified

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

There may be a negative impact for some staff in terms of pay scale due to redesign of posts and reduction in staff numbers.

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

The revised provision will provide focussed, improved services to Island residents, businesses and visitors

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	There could be a negative impact on staff, who may find it difficult to find alternative employment on the Island. For those members of staff approaching retirement age the review could provide an opportunity to retire early.
Disability				
Gender Reassignment				
Marriage & Civil Partnership				
Pregnancy & Maternity			X	Pregnant members of staff are on/or due to take maternity leave. The needs of those staff will be taken into account during the recruitment process to the new structure. There is a statutory right for these members of staff to return to the same or similar role while this still exists. Priority attention will be afforded to a role of choice based upon the required skills, qualifications 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.
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?

There is no specific intended impact on a target group. Any potential impact is legal.

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 timescales 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. Updated information provided to the main recognised trade unions.

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

The review requires staff to work within the Equal Opportunities Policy and to take account of equality and diversity considerations when making operational decisions.

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

No specific issues identified as yet but consideration of feedback from staff as appropriate.

4.5 How will any service, policy, procedure, practice or project be implemented?

Following the close of the consultation process which is due to end on (insert date)31st March 2011 any subsequent changes to structure will be carried out in accordance with the Councils agreed operational procedures.

4.6 As 4.5 above please identify training requirements.

There is ongoing training provision within the service areas to ensure that staff are kept up to date with all legislation and procedures. Training issues will be identified as part of the 1-1 session as posts are redefined (through the review process) as well as through the annual PDR and monthly 1-1 meetings with managers processes.

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 review 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 required.

5.2 What are the main areas requiring further attention?

To mitigate the short term disruption caused through the review of services within the Economy & Environment Directorate. For managers to address 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 the revised structure and responsibilities for each area to other council directorates, the public (if required) 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 service be reviewed?

6 months after implementation. Further work will be undertaken once the management structures are put into place to implement the proposals subject to the preparation of a delegated decision report .

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	There might be a negative impact on staff of certain age groups which could affect their ability to find suitable alternative employment on the Island. For those members of staff who are approaching retirement age this could provide an opportunity to retire early.				Staff support is available to those directly affected by the reorganisation
Disability					
Gender Reassignment					
Marriage & Civil Partnership					
Pregnancy & Maternity	If a 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				Staff support is available to those directly affected by the reorganisation
Race					
Religion / Belief					
Sex (male or female)	There is a potential negative impact on staff sharing jobs as statistically women are more likely to share jobs than men There could also be universal negative impact on some staff in terms of pay scale due to redesign of posts and reduction in staff numbers.				Staff support is available to those directly affected by the reorganisation

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 checked="" 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 &	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Maternity

Race

Religion / Belief

Sex (male/female)

Sexual Orientation

X
