

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

The restructure of the following teams based at the Westridge Shared Service Centre
Payroll, Pensions, Payments, Creditors and Human Resources Transactional activities

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

Sharon Betts Shared Services Manager
Louise Brading Payments Manager
Tony Martin Payroll Manager

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

To develop a Shared Service model to develop a centralised team delivering a range of transactional activities
To create generic roles with the ability to respond to service requirements more flexibly
To streamline the ratio of staff to team leader across the teams

1.4 Who is affected by the restructure?

All staff members as described in the teams listed in 1.1 above. Changes to the service will secure savings through a reduction in staffing numbers but will increase efficiency by the streamlining of processes and the greater flexibility of the generic roles.

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. Staff were encouraged to attend the Chief Executive's briefings so they could hear the message first hand and brief their colleagues. Team briefings were held at Westridge week commencing the 17th January which was the formal start to the consultation process. Staff were given the opportunity to review the proposed structure and job descriptions and encouraged to comment. All staff were given the opportunity of a 121 with their manager and / or the Shared Service Manager. This enabled all staff to feed back any issues and/or changes they felt could

be made to the proposals. The Shared Services Manager also met with Mark Chiverton, the Branch Secretary for Unison to discuss issues raised by staff and ensure that all matters were being fully considered.

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 Shared Services Manager will be responsible for the restructure following approval at authorisation panel and implementation. New detailed job descriptions and person specifications have been written. A revised staff structure has been created and jobs evaluated for appropriate gradings. Subject to director's approval and agreement by the vacancy panel, existing staff will be assimilated where possible into equivalent roles in the new structure although a couple roles have been significantly changed and staff will need to express an interest and undergo an interview process. This process will of course include those staff who have the relevant skills and experience and are included on the redeployment list.

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

As 1.5 above (consultation meetings 1 2 1s etc) expand

2.2 Equalities profile of users and beneficiaries

Male = 7

Female = 45

Part time = 15

Pregnancy/maternity = 2

Disability = 0

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 ladies currently on maternity leave who already work reduced hours but may want to change their work schedule.
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 service, policy, procedure, practice or project 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)?

When the staff returns to work following maternity leave the service will consider any requests for flexible working at that time.

4.5 How will any restructure be implemented?

As 1.9 above

4.6 As 4.5 above please identify training requirements.

Given the need for generic roles there will be the need for knowledge transfer and cross skilling which will be ongoing as part of the performance development review process, 1 2 1's, 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 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 returning from maternity leave)

5.3 Summary of recommendations for improvement

Promotion of the Shared Service structure within Exchequer Services 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 amended service, policy, procedure, practice or project be reviewed?

After 6 months and subsequently 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	Review when staff members return from Maternity in September and December 2011.				
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