

Equality Impact and Needs Assessment Form

Section One – Screening

Name of strategy, policy or project:
Restructuring service delivery, also "Workforce Planning"
Directorate and service area:
EEC, Highway Management
Name and contact details of officer completing assessment:
Transport Asset Manager, County Hall, Lucombe House AB1, Tel. 01392 383238
1. What is the main purpose of the strategy/policy/project (or the changes you want to make to it)?
<p>A number of changes in the County Councils objectives, to legislation and in the corporate organisational structure have led to an examination of the way in which the Highway Management service is delivered.</p> <p>A new organisational structure is proposed to meet the demands of the drivers for change, and deliver efficiencies. Roles and responsibilities for posts within the proposed new structure are clarified and key issues are identified to ensure the effective operation of the new structure.</p> <p>The proposals aim to establish new teams, adapted to accommodate change, structured to provide a stable basis for local service delivery into the foreseeable future.</p> <p>The proposals are designed to focus on statutory, strategic and policy delivery. This has resulted in the retention and strengthening of front line staffing, with efficiencies achieved through streamlining the management structure in the local delivery groups.</p>
2. Key Drivers for change
•Traffic Management Act 2004 (TMA)

- Customer Service Centre (CSC)
- Local Transport Plan 2 2006 – 2011 (LTP2)
- Transport Asset Management Plan (TAMP)
- Development of the new Term Maintenance Contract (TMC).

Budget pressures

2. What are the main activities of the strategy/policy/project?

Wide ranging activities associated with highway management service delivery by the Local Service Groups

3. Who is intended to benefit from the strategy/policy/project, and how?

Council Tax payers -The Council achieves greater efficiency in the delivery of highway management /maintenance client service functions

4. Is the strategy/policy/project consistent with the Council's equality policies?

The strategy is not designed to either advantage or disadvantage any separately identifiable sections of the community or workforce, therefore the intention is that its effect would be neutral. To be consistent with the Council's equalities policies, however, the strategy has to be tested against whether there are opportunities within it to take reasonably practicable measures to improve or safeguard equality in service provision and job opportunities for people who may be advantaged or disadvantaged by the changes.

5. Is responsibility for the strategy/policy/project shared with another department, authority or organisation? If so, what responsibility and which bodies?

No significant responsibility outside EEC directorate. FITTS staff are also affected through service level agreements.

6. What impact is the strategy/policy/project likely to have on different sections of the community? You may wish to use the table below as a prompt.

	Positive impact – it could benefit ✓ (check box)	Negative impact – it could disadvantage ✓ (check box)	Reason	Are there additional factors that could contribute to the experience of isolation¹? If so, what are they?	Evidence
Gender					
<ul style="list-style-type: none"> Women 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This applies to equality in employment opportunities, mainly for existing staff rather than the wider community. Women are under-represented in the workforce at present. Change in location of main offices may mean longer travel to work distances, possibly making employment difficult, or even impossible, to reconcile with family responsibilities.	Workplace male dominated	Gender mix of those employees without access to a car or without driving licence. Gender mix of employees
<ul style="list-style-type: none"> Men 	<input type="checkbox"/>	<input type="checkbox"/>			
Ethnic Group					

¹ Refer to section 3 of the EINA guidance.

	Positive impact – it could benefit ✓ (check box)	Negative impact – it could disadvantage ✓ (check box)	Reason	Are there additional factors that could contribute to the experience of isolation¹? If so, what are they?	Evidence
<ul style="list-style-type: none"> Asian or Asian British people 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This applies to possible prospective employees in the future. Centres of employment may be closer to main centres of ethnic minority habitation		Census? Ethnic minority groups under-represented in sections of Devon CC workforce.
<ul style="list-style-type: none"> Black or Black British people 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> Chinese people 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> Gypsy or Roma People 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> Irish People 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> People of Mixed Heritage 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> White People 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> People of other ethnic backgrounds 	<input type="checkbox"/>	<input type="checkbox"/>			
Asylum Seekers and Refugees	<input type="checkbox"/>	<input type="checkbox"/>			
People with physical, sensory or learning disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fewer, larger, main offices could mean that reasonable adjustments for employees and visitors would be more economically justifiable.		Currently low proportion of workforce with disabilities
Deaf People who use	<input type="checkbox"/>	<input type="checkbox"/>			

	Positive impact – it could benefit ✓ (check box)	Negative impact – it could disadvantage ✓ (check box)	Reason	Are there additional factors that could contribute to the experience of isolation¹? If so, what are they?	Evidence
British Sign Language					
People with mental health issues	<input type="checkbox"/>	<input type="checkbox"/>			
Lesbians, gay men and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>			
Trans people	<input type="checkbox"/>	<input type="checkbox"/>			
Age					
• Older people (60 +)	<input type="checkbox"/>	<input type="checkbox"/>			
• Younger people (17-25) and children	<input type="checkbox"/>	<input type="checkbox"/>			
People of different faith groups or beliefs including non-believers	<input type="checkbox"/>	<input type="checkbox"/>			
Travellers	<input type="checkbox"/>	<input type="checkbox"/>			
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>			

Notes:

- Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs and Hindus. Consider faith categories individually and collectively when assessing positive and negative impacts.
- The categories relating to ethnicity include those used in the 2001 census. Consideration should be given to the needs of specific communities within the broad categories such as Bangladeshi people and to the needs of other communities such as Turkish/Turkish Cypriot, Greek/Greek Cypriot and Polish that do not appear as separate categories in the census.

- An adverse impact does not necessarily require action to be taken. Actions must remain in proportion with the benefits that could be achieved and resources available to complete them. If adverse impacts are identified and actions for improvement are not proportionate, the reasons for not taking action should be detailed and open to challenge.

7. If you have indicated there is a negative impact on any group, is that impact:			
Legal?	YES	NO	N/A
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(i.e. it is not discriminatory under anti-discriminatory legislation – refer to the Council’s website or your Directorate Equality Representative if guidance is needed)</i>			
Intended?	YES	NO	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Level of impact	HIGH	LOW	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If the negative impact is possibly discriminatory and not intended and/or of high impact you must complete section two of this form. If not, complete the rest of section one below and consider if completing section two would be helpful in making a thorough assessment.			
8. a) Could you minimise or remove any negative impact that is of low significance? Explain how: Consider greater use of home working and consider possibility of employment bases in satellite offices. Careful consultation with affected staff.			
b) Could you improve the strategy, project or policy’s positive impact? Explain how: Review access arrangements and facilities for people with disabilities in the new or enlarged offices and make reasonable adaptations or improvements to existing facilities where appropriate. <i>You may wish to use the action sheet at the end of Section Two.</i>			
9. If there is no evidence that the strategy, policy or project promotes equality, equal opportunities or improved relations – could it be adapted so that it does? How? As in 8, consider carefully the impact of the strategy on the gender, ethnic and disability mix of employees			

Please sign and date this form. Keep one copy, send a copy to your Directorate Equality Representative. Please email a further copy to Natasha.Cole@devon.gov.uk. The results will be published on the Council’s website.

Signed: Transport Asset Manager

Date: 14/9/06

Section Two – Full assessment

Name of strategy, policy or project:

Date:

Part A

1. Looking back at section one of the EINA, in what areas are there concerns that the strategy, policy or project could have a negative impact?	
2. Summarise the likely negative impacts.	
3. What previous or planned consultation or research on this topic / policy area / project has taken place / will take place with groups / individuals from different sections of the community? If there has already been consultation or research what does it indicate about negative impact of this strategy, policy or project?	
Section of the Community	Summary of consultation or research carried out or planned

4. What consultation has taken place/or is planned with DCC staff/DCC staff group including staff that have, or will have, direct experience of implementing the strategy / policy / project?
5. If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues. YES <input type="checkbox"/> (Please list them below and explain how you will obtain their views)

NO

6. Has the strategy / policy / project been through legal vetting for compliance?

YES

NO

Note: This will only be necessary in conditions where the strategy / policy / project is entirely driven by legislative duties **and/or** where there is doubt about the legal interpretations in relation to the outcomes / service being provided.

Part B

Complete this section when consultation and research has been carried out

7. a) As a result of this assessment and available evidence collected, including consultation, state whether there will need to be any changes made / planned to the policy, strategy or project.

b) As a result of this assessment and available evidence is it important that DCC commission specific research on this issue or carry out monitoring / data collection?

(You may wish to put this information directly onto the action plan at the end of this form)

8. Will the changes planned ensure that negative impact is:

Legal? YES NO

(not discriminatory, under anti-discriminatory legislation)

Intended? YES NO

Low impact? YES NO

9. a) Have you set up a monitoring / evaluation / review process to check the successful implementation of the strategy, project or policy?

YES NO

b) How will this monitoring / evaluation further assess the impact on different sections of the community/ ensure the strategy/ policy / project is non-discriminatory?

Details:

10. What is the final policy decision for this assessment?

11. There is a legal requirement to publish the outcome of an Equality Impact and Needs Assessment. Please outline how / where this will happen:

Please complete the action plan below, sign the EINA, retain a copy and send a copy of the full EINA, including the Action Plan, to your Directorate Equality Representative.

Signed:

Date:

Equality Impact and Needs Assessment Action Plan

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action required	Lead officer	Timescale	Resource implications	Comments

NOTES: