

Equality Impact and Needs Assessment Form

Section One – Screening

Name of strategy, policy or project:
Restructure of Support Services
Directorate and service area:
Personnel & Performance
Name and contact details of officer completing assessment:
Jackie Phillips, Directorate Business Manager, ext 2228
1. What is the main purpose of the strategy/policy/project (or the changes you want to make to it)? To restructure the Supports Services Team to meet the changing requirements of the new Directorate
2. What are the main activities of the strategy/policy/project? Planning, staff consultation and implementation of structure
3. Who is intended to benefit from the strategy/policy/project, and how? All staff within the Personnel & Performance Directorate - by having an appropriately skilled Support Team to deliver a cost effective service Support Services Staff - by having clear responsibilities
4. Is the strategy/policy/project consistent with the Council's equality policies? Yes
5. Is responsibility for the strategy/policy/project shared with another department, authority or organisation? If so, what responsibility and which bodies? Human Resources - a Personnel Officer is part of the Project Team

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 • Men 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Positive: Clear responsibilities</p> <p>Negative: Some staff may require additional training / support in order to consider some roles.</p>		<p>Consultation with: DMT Personnel Officer Support Services staff Unions</p>

¹ Refer to section 3 of the EINA guidance.

Ethnic Group					
<ul style="list-style-type: none"> • Asian or Asian British people • Black or Black British people • Chinese people • Gypsy or Roma People • Irish People • People of Mixed Heritage • White People • People of other ethnic backgrounds 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Communication and consultation methods and content may not be understood by all cultures</p> <p>Career path progress for staff from some cultural backgrounds may not be monitored for equality of opportunity</p>	<p>Managers / appointing officers may allow assumptions and/or prejudice to affect recruitment decisions</p>	<p>Consultation with: DMT Personnel Officer Support Services staff Unions</p>
<p>Asylum Seekers and Refugees</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>People for whom English is a second language or from different cultural backgrounds may not understand the nuances of speech</p>		<p>NOTE: There are currently no members of staff within these categories with whom to consult. This will be kept under review, as will career path progress for staff from BME backgrounds</p>
<p>People with physical, sensory or learning disabilities</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Preferencing and recruitment processes may place staff with disabilities at a disadvantage. May not be able to participate / respond to consultation adequately</p>	<p>Managers / appointing officers may not understand legal duty or responsibilities to make reasonable adjustment</p>	<p>Consultation with: DMT Personnel Officer Support Services staff Unions</p>

Deaf People who use British Sign Language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Consultation and preferencing/recruitment processes may not take communication needs into account	Managers / appointing officers may make assumptions / allow prejudice to influence decisions	Consultation with: DMT Personnel Officer Support Services staff Unions
People with mental health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Consultation may raise anxiety levels and create additional problems. Confidentiality may be breached by the transfer or insecure storage of staff records.	Managers / appointing officers may make assumptions / allow prejudice to influence decisions	
Lesbians, gay men and bisexual people Trans people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Confidentiality may be breached by the transfer or insecure storage of staff records.	Managers / appointing officers may make assumptions / allow prejudice to influence decisions	

Age					
<ul style="list-style-type: none"> • Older people (60 +) • Younger people (17-25) and children 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>People of different ages may have differing understanding of modern / older vernacular, and hear messages differently. Older members of staff may feel threatened by a recruitment process. Younger people may feel disadvantaged in competing for jobs alongside more experienced staff</p> <p>People of different ages may have differing expectations of the organisation</p>		<p>Consultation with: DMT Personnel Officer Support Services staff Unions</p>
People of different faith groups or beliefs including non-believers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Religious obligation may be at odds with responsibilities of post. Unawareness of faith issues may be interpreted as unacceptable behaviour or discrimination</p>		
Travellers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Unawareness of issues may be interpreted as discrimination</p>		
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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(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)

Intended?	YES	NO
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Level of impact	HIGH	LOW
	<input type="checkbox"/>	<input checked="" 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:

- ◆ Ensure that consultation messages are clear and suitable for all audiences
- ◆ Ensure that corporate recruitment and selection standards are adhered to, and account is taken of legislation and corporate strategies with regard to Age, Disability, Carers, Faiths and Ethnic Origin
- ◆ Ensure that support is available to all staff, in a format appropriate to their needs, to assist in preparing them for a preferencing / recruitment process
- ◆ Ensure that all recruiting panels are fully aware of duties under age, gender, disability legislation, faiths and ethnic origin and have an understanding of options available to assist in making reasonable adjustments
- ◆ Ensure that all present and new line managers are aware of issues around confidentiality and security, in transferring supervision, appraisal and other staff records
- ◆ Ensure that all staff appointed as line managers / supervisors for the first time, attend Introduction to Management training within 12 months of appointment
- ◆ Ensure the Learning & Development Framework is in place for all staff

b) Could you improve the strategy, project or policy’s positive impact?

Explain how:

Ensure that the staff consultation process includes an emphasis on the benefits of reorganisation

Actively seek feedback from staff at all stages of the reorganisation process – and ensure that mechanisms are in place to communicate action taken as a result

You may wish to use the action sheet at the end of Section Two.

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?

Please sign and date this form. Keep one copy, send a copy to your Directorate Equality Representative and publish the results on the Council's website.

Signed: J. Phillips

Date: 14 April 2008

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 (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: