

Equality Impact and Needs Assessment Form

Section One – Screening

Name of strategy, policy or project:
Restructure of ACS Finance
Directorate and service area:
Finance, IT and Trading - Devon Finance Services
Name and contact details of officer completing assessment:
John Holme, Principal Finance Manager ACS, Laura Taylor & Dominic Lant, Personnel Officers
1. What is the main purpose of the strategy/policy/project (or the changes you want to make to it)? In the last year, changes have been made which require changes in the way that support is provided by finance and business resources to reflect the new Adult and Community Services Directorate (created in April 2006). There is a need for a more strategic focus on commissioning, and a prioritisation of front line services.
2. What are the main activities of the strategy/policy/project? Planning, staff consultation and implementation of structure changes which may include potential redundancies.
3. Who is intended to benefit from the strategy/policy/project, and how? The ACS Finance team and its customers, clear lines of accountability and clear career pathways, which will provide a more effective service to customers.
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? Personnel and Performance Directorate, HR representatives are 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 type="checkbox"/>	<p>Clear job responsibilities and accountability. Clear management lines and career pathways.</p> <p>More flexible ways of working, e.g. occasional home working.</p>		<p>Consultation with: Senior Management Unions ACS Finance Staff HR</p>
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 may not be understood by all ethnic groups.</p>	<p>Managers/Appointing Officers may make assumptions/allow prejudice to influence their decisions.</p>	

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
Asylum Seekers and Refugees	<input type="checkbox"/>	<input type="checkbox"/>			Consultation with: Senior Management Unions ACS Finance Staff HR <i>Note: There are currently no members of staff within this category. This will be kept under review.</i>
People with physical, sensory or learning disabilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recruitment processes could potentially place staff with disabilities at a disadvantage.	Managers/Appointing Officers may not fully understand requirements of DDA.	Consultation with: Senior Management Unions ACS Finance Staff HR
Deaf People who use British Sign Language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Consultation and recruitment processes may not take communication needs into account.	Managers/Appointing Officers may not fully understand and may make assumptions.	Consultation with: Senior Management Unions ACS Finance Staff HR <i>Note: There are currently no members of staff within this category. This will be kept under review.</i>
People with mental health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Consultation methods and change itself may raise anxiety levels and create additional problems.	Managers/Appointing Officers may make assumptions/allow prejudice to influence their decisions.	Consultation with: Senior Management Unions ACS Finance Staff HR

	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
			<p>Potential changes to line management, may cause issues if staff have built a good rapport with their current manager.</p> <p>Confidentiality may be breached by the transfer of staff files.</p>		<p>Consultation with: Senior Management Unions ACS Finance Staff HR</p>
Lesbians, gay men and bisexual people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Managers/Appointing Officers may make assumptions/allow prejudice to influence their decisions.</p>		
Trans people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Managers/Appointing Officers may make assumptions/allow prejudice to influence their decisions</p> <p>Potential changes to line management, may cause issues if staff have built a good rapport with their current manager.</p> <p>Confidentiality may be breached by the transfer of staff files.</p>		<p>Consultation with: Senior Management Unions ACS Finance Staff HR</p>

	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
Age					
<ul style="list-style-type: none"> Older people (60 +) Younger people (17-25) and children 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p>Older people may feel threatened by a recruitment process.</p> <p>Younger people may feel disadvantaged competing for jobs alongside more experienced staff.</p> <p>Potential for more flexible working arrangements.</p>		Consultation with: Senior Management Unions ACS Finance Staff HR
People of different faith groups or beliefs including non-believers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unawareness of faith issues may be interpreted as discrimination/less favourable treatment	Managers/Appointing Officers may make assumptions/allow prejudice to influence their decisions.	Consultation with: Senior Management Unions ACS Finance Staff HR
Travellers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unawareness of cultural issues may be interpreted as discrimination/less favourable treatment.	Managers/Appointing Officers may make assumptions/allow prejudice to influence their decisions.	Consultation with: Senior Management Unions ACS Finance Staff HR
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"/> More likely to be legal than not.	<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"/> Some of the negatives identified are known and accepted	<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:

- Full consultation will be undertaken with staff and unions in line with relevant legislation and DCC policies. This will be managed by the project team.
- Consultation and communication methods will be clear and suitable for all audiences.
- Feedback from the consultation process will be reviewed and considered in terms of potential changes by the project team.
- Staff involved in any recruitment processes will have received training to avoid any discrimination which would have an impact.
- Interviews will be carried out with an accredited manager present and/or with some one in attendance from HR.
- Council policies on equality and equal opportunities will be adhered to by the project team.
- Human Resources will be involved in the process and are part of the project team and will continue to advise managers on any legislation and policy requirements.
- Managers will be made aware of issues around confidentiality where necessary, by the project team.
- Stress risk assessments will be undertaken by the Principal Finance Manager

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

Explain how:

- Communication and consultation methods will be appropriate to the needs of the staff group, including those that are temporarily absent from the workplace. The project team will ensure that those that are absent receive the same information as other staff involved.

- Feedback from staff will be actively sought by the project team at all stages of the process and 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?

The reorganisation promotes Equality and Equal Opportunities throughout the process in line with DCC policies and procedures.

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:

Date: November 2007