

Equality Impact and Needs Assessment Form

Section One – Screening

Name of strategy, policy or project:
Restructure of Employee Reward Team
Directorate and service area:
Personnel & Performance
Name and contact details of officer completing assessment:
Janet Marcol - Employee Reward Team Manager
1. What is the main purpose of the strategy/policy/project (or the changes you want to make to it)? To restructure the Employee Reward Team
2. What are the main activities of the strategy/policy/project? The Employee Reward Team encompasses and progresses the Job Evaluation Team under a remit to manage, co-ordinate and monitor the reward strategy for Devon County Council. The proposed restructure will provide a smooth transition from the implementation of DCC's Equal Pay Review via Job Evaluation to: provision of advice and guidance on policy development and best practice with regard to employee reward; ongoing management of the authority's job evaluation schemes; ensuring that the methods of rewarding DCC employees remain competitive and fair. The work of the restructured team will be shaped by national and strategic reward drivers, e.g. LGE Workforce Strategy 2007 and link to DCC's Strategic Plan and the P&P Business Plan, to develop an effective reward strategy for the organisation. The Employee Reward team restructure will provide the framework for effective response to future initiatives and challenges, whether under the Local Government Reward Strategy 2007 or LGR requirements. It also provides the opportunity to share and promote employee reward services, knowledge and best practice throughout the organisation. The structure will align with key service requirements and enable development of a meaningful/robust/attractive reward strategy for DCC.
3. Who is intended to benefit from the strategy/policy/project, and how? All DCC staff covered by NJC terms and conditions by promoting equal pay and reward and challenging diversion from an open and equitable reward strategy..

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

Yes - the project consolidates the principles of DCC's Equal Pay Review, undertaken in support of NJC Single Status Agreement 1997, to harmonise terms and conditions for NJC staff. it responds to employment legislation, e.g. Equal Pay Act 1970 to ensure equal pay for work of equal value.

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

The restructure is supported by HR colleagues - Personnel Officers 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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transition from fixed-term project to permanent team to mainstream equal pay principles and complete integration with HR - Strategic Services unit.		Transition from fixed-term project to permanent team to mainstream equal pay principles and complete integration with HR - Strategic Services unit.
<ul style="list-style-type: none"> • Men 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transition from fixed-term project to permanent team to mainstream equal pay principles and complete integration with HR - Strategic Services unit.		Transition from fixed-term project to permanent team to mainstream equal pay principles and complete integration with HR - Strategic Services unit.
Ethnic Group					
<ul style="list-style-type: none"> • Asian or Asian British people 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> • Black or Black British people 	<input type="checkbox"/>	<input type="checkbox"/>			As above
<ul style="list-style-type: none"> • Chinese people 	<input type="checkbox"/>	<input type="checkbox"/>			As above
<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"/>			As above

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"> • People of Mixed Heritage 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		As above
<ul style="list-style-type: none"> • White People 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		As above
<ul style="list-style-type: none"> • People of other ethnic backgrounds 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		As above
Asylum Seekers and Refugees	<input type="checkbox"/>	<input type="checkbox"/>			As above
People with physical, sensory or learning disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		
Deaf People who use British Sign Language	<input type="checkbox"/>	<input type="checkbox"/>			As above
People with mental health issues	<input type="checkbox"/>	<input type="checkbox"/>			As above
Lesbians, gay men and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>			As above
Trans people	<input type="checkbox"/>	<input type="checkbox"/>			As above
Age					
<ul style="list-style-type: none"> • Older people (60 +) 	<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
<ul style="list-style-type: none"> Younger people (17-25) and children 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Positive: Transition from temporary project to permanent team.</p> <p>Negative: People of differing ages may have varying expectations of the organisation. Younger people may feel disadvantaged in competing for jobs alongside more experienced staff.</p>	Managers/appointing officers may make assumptions that influence decision making.	As above.
People of different faith groups or beliefs including non-believers	<input checked="" type="checkbox"/>	<input type="checkbox"/>			As above.
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 <input checked="" type="checkbox"/>	NO <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 <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Level of impact	HIGH <input type="checkbox"/>	LOW <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: <ul style="list-style-type: none"> > Ensure that consultation messages are clear and suitable for all audiences. > Ensure adherence to corporate recruitment and selection standards and to legislation and corporate strategies relating to Gender, Age, Disability, Ethnic Origin, Faiths and Caring responsibilities. > Ensure recruitment panels are fully aware of duties under equalities legislation. > Ensure support is available to all staff, in a format appropriate to their needs, to assist in preparation for a selection process. 		
b) Could you improve the strategy, project or policy's positive impact? Explain how: <ul style="list-style-type: none"> > Ensure that staff consultation process emphasises benefits of restructure. > Obtain feedback from staff at all stages of restructure process and communicate actions taken as a result. <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?		

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: Janet E. Marcol

Date: 27th October 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?
None

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?
Consultation document currently under discussion with Employee Reward team members and with unions and staff over the restructure.

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: