



Equality Impact Assessment Record Form 2012-16

This form is to be used for recording the Equality Impact Assessment (EIA) of Council activities. It should be used in conjunction with the guidance on carrying out EIA in **Annex 2** of the Equality Scheme. The activities that may be subject to EIA are set out in the guidance.

EIA is particularly important in supporting the Council to make fair decisions. The Public Sector Equality Duty requires the Council to have regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

Using this form will help Council officers to carry out EIA in an effective and transparent way and provide decision-makers with full information on the potential impact of their decisions. The purpose is to avoid inadvertent disadvantage or discrimination resulting from decisions.

EIA is not a fixed process – it will vary according to the scale and type of activity. The form and guidance are designed to cover all eventualities. Officers should not be discouraged by the form, but should use their discretion in using it flexibly according to the activity they are assessing.

EIA does not happen at a single point in time. It is an ongoing and integral part of the development of the activity or proposal. This EIA template should be kept open and live as a planning document, and updated as the activity or proposal progresses.

Section 1 – Service Details and Summary of EIA Activity

Title of activity:	Business Support Harmonisation Project
Lead Officer responsible for this EIA:	Team Simon Bishop/Ann Lovegreen/Lindsay Hodkinson/Janet Walke obo Business Support Harmonisation
Telephone:	01325 388846
Service Group:	PEOPLE
Service or Team:	Whole Department
Assistant Director accountable for this EIA	Jenni Cooke Assistant Director Children Families and Learning
Who else will be involved in carrying out the EIA:	Mary Hall/Deena Wallace

What stage has the EIA reached?

This table provides a 'cover note' of progress to be maintained as the EIA is developed over time. Stage categories 1-3 listed below refer to the funnel model. Note the stage reached and any consultation or engagement carried out. Simple activities may not need all these stages. Provide details of population/individuals affected in Section 2

Stage	Date	Summary of position
Stage 1: Initial Officer Assessment. Whole Population likely to be affected identified	5 Sept 12	<i>Whole population, e.g. whole borough, a neighbourhood, a whole demographic group such as older people</i> The whole population was considered in terms of potential impacts, however, as the project is looking at the working practises and team dynamics of DBC employees further assessment was not required. Any impacts for the whole population or service users occurring as a result of the final implementation and rollout of the project will be picked up by managers and the project team if they arise. This proposal affects all within the scope of the BSHP incorporating grades C to M
Stage 2: Further Assessment. Target Population likely to be affected identified	5 Sept 12	Target Population – all staff within scope of project from grades C to M.
Stage 3: Further Assessment. Individuals likely to be affected identified Stage 3: Further Assessment. Individuals likely to be affected identified	Ongoing	Of the individuals within scope, three have been identified as disabled within the definition of the Equality Act 2010. This information was obtained from the Council's PSE system. To ensure that these colleagues were able to fully participate in the process appropriate means of communication have been agreed with them individually. This has ensured that colleagues absent on long-term sick leave are fully aware of the project and its proposals. No other members of staff have disclosed a disability at any time during the period of the project. Other protected characteristics considered during the life of the project include Maternity and Pregnancy. Four members of staff are pregnant with two on maternity leave during the lifetime of the project.
Stage 4: Analysis of Findings	30 Oct 12	Analysis of the impacts carried out by named officers.
Stage 5: Sign-Off		To be determined via Transformation Board
Stage 6: Reporting and Action Planning		

Section 2 – The Activity and Supporting Information

Details of the activity (including the main purpose and aims)
<p>The Business Support Harmonisation Project involves a review of the staff group providing business support functions to People Services including social care and education services.</p> <p>The staff included in scope of this review originally included 113 staff within the grades C to M. Following a review of the functions carried out by all staff individually the staff in scope was revised to 85 staff from grade C to M.</p> <p>This assessment has been drawn from information and activity undertaken from June 2011 to date.</p>
<p>Who will be affected by the activity? See the guidance on carrying out equality impact assessment within the Equality Scheme 2012-16. Provide details of the groups and numbers of people affected below, updating the table as the EIA develops and the understanding of who will be affected emerges in more detail.</p>
Whole population
<p>This is does not affect the whole population. It is restricted to DBC staff employed in People Services as per the PID.</p>
Target population
<p>The target group is those staff within scope from grades C to M. (see PID)</p>
Individuals
<p>85 members of staff within scope of BSHP.</p>
What data, research and other evidence or information is available which is relevant to the EIA?
<p>The numbers of staff included.</p> <p>The PID provides rationale for the staff groups included in the project and the reasons for removing some staff from the scope of the project.</p> <p>HR will provide details of protected characteristics which may affect the project and the associated EIA.</p> <p>GENDER – majority of staff affected are female, with 40 part-time and 4 term-time only.</p> <p>DISABILITY – 3 have been identified as disabled within the definition of the Equality Act 2010 (PSE)</p> <p>RACE – the ethnicity of a member of staff is not relevant to this project as none of the posts included in scope are covered by the exemptions criteria for recruitment and selection.</p> <p>Maternity and Pregnancy – four members of staff in this group with two on maternity leave.</p>

Check: before proceeding to the officer assessment, have you obtained all the data and information that is currently available?

Section 3: Officer Assessment

Use this table to record your views on potential impact on Protected Characteristics. As the activity and the assessment develop your views may change – record them here. It is important to be searching and honest about this – many Council activities are planned to be of positive benefit to identified target groups but can often have the potential for inadvertent effects on other groups.

Protected Characteristics	Potential Impact Positive/Negative / Not Applicable			Potential level of impact				Summary of Impact
	P	N	NA	H	M	L	nil	
Age	P	N	NA	H	M	L	nil	No impacts identified
Race	P	N	NA	H	M	L	nil	No impacts identified
Sex	P	N	NA	H	M	L	nil	Majority of staff within scope are female; 4 term-time only and 40 part-time workers may be affected by family/care commitments/changes to working practices.
Gender Reassignment	P	N	NA	H	M	L	nil	No impacts identified.
Disability (summary of detail on next page)	P	N	NA	H	M	L	nil	HR has identified those staff declaring a disability under the Act and appropriate measures have been put in place to ensure their participation in the project is maximised.
Religion or belief	P	N	NA	H	M	L	nil	No impacts identified
Sexual Orientation	P	N	NA	H	M	L	nil	No impacts identified
Pregnancy or maternity	P	N	NA	H	M	L	nil	Potential impact for members of staff who are on maternity leave at present or likely to be on maternity leave during the period of the project. Four staff identified, with two on maternity leave at the beginning of the project who returned and one taking maternity leave. Existing HR protocols dictate how staff on maternity leave should be involved in proposals affecting their substantive posts.
Marriage/ Civil Partnership	P	N	NA	H	M	L	nil	No impacts identified

Section 3: Officer Assessment – continued

The Council must have due regard to disabled people's impairments when making decisions about 'activities'. This list is provided only as a starting point to assist officers with the assessment process. It is important to remember that people with similar impairments may in reality experience completely different impacts. Consider the potential impacts and summarise in the Disability section on the previous page. Officers should consider how the 'activity' may affect a disabled person.								
Mobility Impairment	P	N	NA	H	M	L	nil	To be determined when staff identifying disability discloses further information about their impairment.
Visual impairment	P	N	NA	H	M	L	nil	To be determined when staff identifying disability discloses further information about their impairment.
Hearing impairment	P	N	NA	H	M	L	nil	To be determined when staff identifying disability discloses further information about their impairment.
Learning Disability	P	N	NA	H	M	L	nil	One learning disabled colleague in scope for the review. Following further developments in the project this post is not affected by the new working arrangements.
Mental Health	P	N	NA	H	M	L	nil	To be determined when staff identifying disability discloses further information about their impairment.
Long Term Limiting Illness	P	N	NA	H	M	L	nil	To be determined when staff identifying disability discloses further information about their impairment.
Multiple Impairments	P	N	NA	H	M	L	nil	To be determined when staff identifying disability discloses further information about their impairment.
Other - Specify	P	N	NA	H	M	L	nil	To be determined when staff identifying disability discloses further information about their impairment.
Cumulative Impacts								
The officer responsible for this EIA should seek input from the Corporate Equalities Group on the potential for this activity to combine with other recent, current or proposed activities, both Council and in the external environment, to result in more severe impacts on people with Protected Characteristics through their cumulative effects. The Corporate Equalities Group will advise on the content for this section of the EIA.								
Change activities				Potential cumulative impacts				
Job Evaluation and regarding of posts				Benefits changes affecting the low paid and disability benefits.				

Section 4: Engagement Decision

The decision about who to engage with, and how and when to engage, is the key to effective EIA. Please see Annex 2 of the Equality Scheme for guidance on the engagement decision.

Is engagement with affected people with Protected Characteristics required, now or during the further development of the activity?	Yes No
If YES, proceed to the next section. If NO, briefly summarise below the reasons why you have reached this conclusion.	
<p>Wider engagement is not required for this project. For the purposes of this project, it is restricted to colleagues within scope of the project and directly affected by the processes and outcomes.</p> <p>Advice on the appropriate means of consultation and engagement with staff groups is being given by Corporate HR Advisors and a variety of options available such as groups, individual 1:1, phone calls, email and home visits. The method for doing this with staff is agreed individually.</p>	

If you have come to the conclusion that engagement is not required, seek ratification from the Corporate Equalities Group through your service Equalities Co-ordinator.
If engagement is not required but the officer assessment has identified changes that should be made to the activity, please complete Sections 7 and 8. If not the assessment can be signed-off at Section 9.

Any reports to decision-makers during the development of the activity, for example feasibility or options appraisal reports, should include content on the latest thinking and findings of the EIA even though, like the activity, further development of the EIA may be required before final reporting. The findings of the officer assessment should be included in any reports to decision-makers. These may be feasibility or options appraisal reports where the activity is at an early stage of development, but it is essential that any equality findings are taken into account in formal decisions at all stages of development of the activity.

Section 5 – Involvement and Engagement Planning

Has the assessment shown that the activity will treat any groups of people with Protected Characteristics differently from other people? Yes/No
If yes, please state which groups and how
Will the differential treatment advance equality for people with Protected Characteristics? Yes/No
If yes, please state which groups and how
Will the differential treatment cause or increase disadvantage for people with Protected Characteristics? Yes/No
If yes, please state which groups and how

From the above, prepare a simple plan using the template overleaf for involving and engaging with the organisations, groups and individuals likely to be affected by the activity.

There may be several stages of involvement and engagement, particularly for more complex activities. Initially it may be possible to identify and engage only with stakeholder and representative organisations for the people with Protected Characteristics who may be affected. Further development of the activity may be required before the individuals who will be affected can be identified.

The Involvement and Engagement Plan should evolve accordingly, with new engagement proposals added as they are identified.

Section 6: Engagement Findings

	Date/summary of engagement carried out	Summary of impacts identified
Age		
Disability		
Mobility Impairment		
Visual impairment		
Hearing impairment		
Learning Disability		
Mental Health		
Long Term Limiting Illness		
Multiple Impairments		
Other - Specify		
Race		
Sex		
Gender Reassignment		
Religion or belief		
Sexual Orientation		
Pregnancy or maternity		
Marriage / Civil Partnership		

Section 6: Engagement Findings – Continued

Drawing on the engagement findings and your understanding of the effects of the activity, indicate how it will contribute, if at all, to the three strands of the Public Sector Equality Duty.

a) How will the proposal help to eliminate discrimination, harassment and victimisation?
b) How will the proposal help to advance equality of opportunity?
c) How will the proposal help to foster good relations?

During the engagement process were there any suggestions on how to avoid, minimise or mitigate any negative impacts? If so, please give details.

This completes the assessment, but there will be further work to do to contribute to the reporting and implementation stages of the activity. First though, it is important to draw a line under the assessment to maintain a separation between assessment of impacts and any proposals to manage those impacts. The assessment should therefore be signed-off at this stage.

Section 7 - Sign-off when assessment is completed

Officer Completing the Form:		
Signed	Name:	Janet Walke (Simon Bishop/Ann Lovegreen/ Lindsay Hodgkinson obo Business Support Harmonisation Project).
	Date:	30 October 2012
	Job Title:	Strategy and Performance Advisor
Assistant Director:		
Signed	Name:	Jenni Cooke Assistant Director – Children, Families and Learning
	Date:	
	Service:	Services for People

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Section 8 – Reporting of Findings and Recommendations to Decision Makers

The findings of the EIA may be reported to decision-makers at several stages during the development of an activity. For example, the initial officer assessment findings may be included in a feasibility report or options appraisal to be considered by the Transformation Board or Chief Officers' Executive.

Any report for formal decisions by Cabinet or Council should include the latest findings of the EIA, even if these are at a relatively early stage. The report recommending final approval of the activity should await and include the findings of the completed EIA. The report should present clearly the impacts that have been identified through the engagement process, including potential cumulative impacts.

The report may include recommendations based on the findings of the EIA, but these should be separate from the reporting of impacts. Recommendations will be developed separately from the EIA and arise from considering equalities impacts combined with other aspects of the activity such as finance, the benefits of the activity, and so on.

Based on the EIA findings, the report may consider the options in the table below, but the report must contain a clear statement of the impacts so that decision-makers can understand the effects of the decision that is being recommended.

What does the review of the information show?
a) No negative impact on people because of their Protected Characteristics - continue with the activity and monitor progress on implementation
b) Negative impact identified – recommend continuing with the activity; clearly specify the people affected and the impacts, and providing reasons and supporting evidence for the decision to continue
c) Negative impact identified - adjust the activity in light of the identified impact to avoid, minimise or mitigate the impact
d) Negative impact identified - stop activity and provide an explanation why

Section 9 – Action Plan and Performance Management

The report to decision-makers, and the decision made may require actions to be taken to avoid, minimise or mitigate the negative impacts of the activity. Option C in the table in Section 8, combined with mitigation measures that may have been highlighted during engagement and listed in Section 6 (if adopted) will require action planning to implement them.

Any actions to address equalities impacts should be listed below, with performance management review proposals, to complete the full EIA.

What is the negative impact?	Actions required to reduce/eliminate the negative impact (if applicable)	Who will lead on action	Target completion date

Performance Management	
Date of the next review of the EIA	To be reviewed initially 3 months following implementation
How often will the EIA action plan be reviewed?	Every two years
Who will carry out this review?	Business Support Manager and Head of Service