

## Appendix J - Full Equality Impact Assessment

For a policy, project, service or other decision that is new, changing or under review

<b>What is being assessed?</b>		<b>Impact of FINANCIAL SECURITY OPTIONS (2017/18) on the workforce profile</b>	
Lead Assessor	Senior Human Resource Manager		Assessment team Clare Davies Sue Vanneck Kirsten Frew
Start date	November 2016	End date   March 2018	
When will the EqIA be reviewed?	On-going review as consultation commences and following implementation of PBB.		

Who may be affected by it?	Early indications from the proposals for the Budget 2017/18 are that there may be in the region of 4 redundancies. The proposals require further investigation as more information becomes available and will continue to consider the impact on the equality profile of and diversity within the workforce.
What are the key aims of it?	<p>Since 2014 Stevenage Borough Council's has taken priority based approach to budgeting (PBB) to achieving the necessary corporate savings and there are now further proposals for 2017/18. The savings will be made through service related savings and staff related expenditure, comprising of organisational restructures and potential redundancies.</p> <p>There are policies in place to support staff through these periods of change including a redundancy and redeployment policy. This helps to ensure that there are clear procedures in place for staff and training is being provided to managers and appropriate staff. Each of these policies has had an EqIA.</p> <p>The purpose of this EqIA is to identify the joint impact on the workforce profile of:</p> <ul style="list-style-type: none"> <li>• Staff affected by the savings proposals for 2017/18</li> <li>• Impact of the proposed savings for 2017/18 on the workforce profile.</li> </ul> <p>This is intended to guide decision making in considering the savings proposals over the next three years. The Council values diversity in its workforce. We recognise that the composition, skills, understanding and commitment of our workforce adds to our ability to deliver responsive, personalised</p>

All figures quoted are rounded to two decimal places

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	<p>services to our equally diverse community.</p> <p>The Council is committed to supporting all staff that are affected by change, in the first instance through their line managers and HR&amp;OD. Staff can take advice from their trade union representative who may accompany them to meetings. In addition, further support is also available to staff in the form of our Employee Assistance Programme (Optum) and Outplacement support for those staff impacted by redundancy.</p>
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What <b>positive measures</b> are in place (if any) to help <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment	<p>A Redundancy Policy –to ensure fair and non-discriminatory selection methods.</p> <p>A Redeployment Policy to ensure there is a streamlined procedure for identifying suitable alternative employment wherever possible.</p>	Promote equal opportunities	<p>Redeployment opportunities are considered for all staff at risk of redundancy.</p>	Encourage good relations	<p>Consultation with Trade Unions and staff on the proposals.</p>

What sources of data / information are you using to inform your assessment?	<p>Workforce profile data (correct as at November 2016), broken down by protected characteristics including: age, gender, religion, and full time/part time working, ethnicity, disability, sexual orientation and pay grade.</p> <p>Where possible and appropriate, comparisons of the workforce profile are made with the make-up of the local community (Census 2011).</p> <p>Profile information for staff potentially at risk of redundancy.</p> <p>NB: Where there are less than 10 individuals per protected characteristic, the numbers will be starred out, to protect individual's personal information.</p>
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In assessing the potential impact on people, are there any overall comments that you would like to make?	<p>This will be a working document that will need to be reviewed at regular intervals to consider the impact of the proposed changes as more information becomes available.</p>
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## Evidence and impact assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact	In line with our policies we will aim to redeploy staff wherever possible to retain skills and experience	Negative impact	There is potential to lose older employees with the additional opportunity to request Voluntary redundancy as redundancy pay increases with length of service	Unequal impact	
Please evidence the data and information you used to support this assessment		SBC Headcount	Percentage	% of profile at risk	% of Stevenage Community
	Under 25 (16-24)	25	4.00%	*	11.8%
	25-29	51	8.16%	*	7.3%
	30-34	65	10.40%	*	21.2%
	35-39	49	7.84%	*	
	40-44	56	8.96%	*	20.3%
	45-49	92	14.72%	*	
	50-54	112	17.92%	*	
	55-59	100	16.00%	*	
	60-64	64	10.24%	*	4.9%
	65 and over	11	1.76%	*	14.1%
Total	625	100.00%	100.00%		
<p>The table reflects that Stevenage Borough Council has a higher representation across the age ranges between 25-44 &amp; 45-54 when compared with the local community. However, Stevenage Borough Council has a lower representation in the age ranges “under 25” and “65 and over” when compared with the local</p>					

All figures quoted are rounded to two decimal places

<p>community.</p> <p>Comparisons for 16-25's can be misleading as many residents in this age range seek education and training as well as employment.</p> <p>With regards to the age range 65+, comparisons for 65 and over can be misleading as health factors attributed to age may impact on a person's ability to work. Many people may also not want to work as they get older. To provide a point of comparison, in the East of England between September and November 2013, 12.2% of people over 65 were in employment (Office for National Statistics).</p> <p>In terms of staff potentially affected by the proposals, it is not yet possible to determine whether the proposals will have any significantly impact</p>			
<p>What opportunities are there to promote equality and inclusion?</p>	<p>We will look to retain employees in line with the Redeployment Policy wherever it is possible to identify suitable alternative employment.</p>	<p>What do you still need to find out? Include in actions (last page)</p>	<p>We need to continue to keep the potential impact under review, as further detail is known.</p>

<p align="center"><b>Disability</b> e.g. physical impairment, mental ill health, learning difficulties, long-standing illness</p>					
<p>Positive impact</p>	<p>We will consider and make reasonable adjustments to support disabled staff with both selection process and appointment into available suitable alternative employment opportunities</p>	<p>Negative impact</p>		<p>Unequal impact</p>	
<p>Please evidence the data and information you</p>		<p>SBC Headcount</p>	<p>2016 SBC Percentage</p>	<p>% Profile of staff at risk</p>	

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used to support this assessment	No	562	89.92%	*
	Not stated	13	2.08%	*
	Prefer not to say	8	1.28%	*
	Yes	42	6.72%	*
	Total	625	100.00%	100.00%
<p>As demonstrated in the table, there is not yet sufficient information to determine whether employees who have self-declared themselves as disabled are going to be disproportionately impacted by the proposals.</p> <p>In comparison with the local community, 7.5% of residents (aged 16-64) have declared themselves as having a disability and 5.46% of employees have declared themselves as having a disability.</p>				
What opportunities are there to promote equality and inclusion?	It may be possible to work with a charity and other organisations to assist with identifying and funding appropriate reasonable adjustments (such as Access to Work)	What do you still need to find out? Include in actions (last page)	We need to continue to keep the potential impact under review, as further detail is known.	

Gender reassignment					
Positive impact	n/a	Negative impact	n/a	Unequal impact	n/a
Please evidence the data and information you used to support this assessment		There is insufficient data to analyse the workforce profile in relation to gender reassignment and possible impact.			
What opportunities are there to promote equality and inclusion?				What do you still need to find out? Include in actions (last page)	

Marriage or civil partnership					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment					
		Headcount	2016 SBC Percentage	% Profile at risk	
Civil Partnership		5	0.80%	*	

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	Divorced	22	3.52%	*
	Engaged	2	0.32%	*
	Living with Partner	35	5.60%	*
	Married	334	53.44%	*
	Not Stated	21	3.36%	*
	Prefer not to say	4	0.64%	*
	Separated	9	1.44%	*
	Single	187	29.92%	*
	Widowed	6	0.96%	*
	Total	625	100.00%	100.00%

As demonstrated in the table, it is not yet possible to determine whether there would be any disproportionate impact.

What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	
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Pregnancy & maternity				
Positive impact	Redeployment policy provides priority status to those redeployee's who are on a period of maternity/adoption leave when their post is being made redundant. Pregnancy related absence will not form any part of redundancy selection criteria	Negative impact		Unequal impact
Please evidence the data and information you used to support this assessment		At this point in time we are unaware of any employees impacted by the proposals who may be pregnant and will subsequently be on maternity leave.		
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	We need to continue to keep the potential impact of the proposals under review, as further detail is known and consider whether there are any pregnancies or maternity leave considerations.	

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Race				
Positive impact	Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment				
		2016 Headcount	2016 Percentage	% profile at risk
	BME	53	8.48%	*
	Not stated	21	3.36%	*
	Other Background	23	3.68%	*
	Prefer not to say	5	0.80%	*
	White - British	523	83.68%	*
Total	625	100.00%	100.00%	
Stevenage Borough Council has a combined representation of people from a BME or other background of 12.16%. While this is lower than the representation among the population of Stevenage at 16.9% (according to Census 2011).				
What opportunities are there to promote equality and inclusion?	A Recruitment and Selection Policy is in place, to promote equality.		What do you still need to find out? Include in actions (last page)	We need to consider how the proposals may impact upon this profile, once further detail is known.

Religion or belief				
Positive impact	Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment				
		2016 SBC Headcount	2016 SBC Percentage	% of profile at risk
	Buddhist	*	*	*

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Christian	318	50.88%	*
Hindu	*	*	*
Jewish	*	*	*
Muslim	*	*	*
No Religion	196	31.36%	*
Not stated	51	8.16%	*
Other	*	*	*
Prefer not to say	32	5.12%	*
Sikh	*	*	*
Total	625	100.00%	100.00%

Due to the small numbers in each of the categories it is not possible to fully assess the potential impact of the proposals. This will be kept under review as the proposals develop.

Religion	% of Stevenage Community
Christian	54.4
Buddist	0.5
Hindu	1.2
Jewish	0.2
Muslim	2.0
Sikh	0.4
Other	0.5
No religion	34.1
Not stated	6.7

What opportunities are there to promote equality and inclusion?

What do you still need to find out? Include in actions (last page)

We need to consider how the savings proposals may impact upon this profile, once further detail is known.

Sex					
Positive impact	In line with our policies we will aim to redeploy staff wherever possible to retain skills and	Negative impact		Unequal impact	

All figures quoted are rounded to two decimal places



	experience regardless of sex.																				
Please evidence the data and information you used to support this assessment	<table border="1"> <thead> <tr> <th></th> <th>2016 Headcount</th> <th>2016 Percentage</th> <th>% of profile at risk</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>327</td> <td>52.32%</td> <td>*</td> </tr> <tr> <td>Male</td> <td>298</td> <td>47.68%</td> <td>*</td> </tr> <tr> <td>Total</td> <td>625</td> <td>100.00%</td> <td>100.00%</td> </tr> </tbody> </table> <p>Due to the small numbers in each of the categories it is not possible to fully assess the potential impact of the proposals. This will be kept under review as the proposals develop.</p> <p>Stevenage Borough Council currently have a slightly larger percentage of female employees and this is reflective of the Stevenage local community profile (49.4% of residents were male and 50.6% of residents were female).</p>						2016 Headcount	2016 Percentage	% of profile at risk	Female	327	52.32%	*	Male	298	47.68%	*	Total	625	100.00%	100.00%
		2016 Headcount	2016 Percentage	% of profile at risk																	
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	Male	298	47.68%	*																	
Total	625	100.00%	100.00%																		
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	We need to consider how the proposals may impact upon this profile, once further detail is known.																		

<b>Sexual orientation</b> e.g. straight, lesbian / gay, bisexual																								
Positive impact	Negative impact		Unequal impact																					
Please evidence the data and information you used to support this assessment	<table border="1"> <thead> <tr> <th></th> <th>2016 Headcount</th> <th>2016 Percentage</th> <th>% of profile at risk</th> </tr> </thead> <tbody> <tr> <td>Bisexual</td> <td>2</td> <td>0.32%</td> <td>*</td> </tr> <tr> <td>Gay Man</td> <td>1</td> <td>0.16%</td> <td>*</td> </tr> <tr> <td>Heterosexual</td> <td>551</td> <td>88.16%</td> <td>*</td> </tr> <tr> <td>Lesbian</td> <td>4</td> <td>0.64%</td> <td>*</td> </tr> </tbody> </table>					2016 Headcount	2016 Percentage	% of profile at risk	Bisexual	2	0.32%	*	Gay Man	1	0.16%	*	Heterosexual	551	88.16%	*	Lesbian	4	0.64%	*
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Lesbian	4	0.64%	*																					

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	Not Stated	47	7.52%	*
	Prefer not to say	20	3.20%	*
	Total	625	100.00%	100.00%
<p>Due to the small numbers in each of the categories it is not possible to fully assess the potential impact of the proposals. This will be kept under review as the proposals develop.</p> <p>No data was gathered in the Census 2011 about the local community's sexual orientation.</p>				
What opportunities are there to promote equality and inclusion?	Encourage staff to self-declare	What do you still need to find out? Include in actions (last page)	We need to consider how the proposals may impact upon this profile, once further detail is known.	

<b>Socio-economic<sup>1</sup></b>					
<b>e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users</b>					
Positive impact	Stevenage Borough Council is a Living Wage Employer. Redundancy pay is based on contractual pay and exceeds the statutory minimum.	Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment		2016 SBC Headcount	2016 SBC Percentage	% of profile at risk	
	Apprentice	10	83.33%	*	
	Grade 1	28	233.33%	*	
	Grade 2	65	541.67%	*	
	Grade 3	105	875.00%	*	
	Grade 4	84	700.00%	*	
	Grade 5	75	625.00%	*	

<sup>1</sup>Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

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Grade 6	101	841.67%	*
Grade 7	42	350.00%	*
Grade 8	32	266.67%	*
Grade 9	15	125.00%	*
Grade 10	24	200.00%	*
Grade 11	16	133.33%	*
Grade 12	16	133.33%	*
Hos Grade 1	7	58.33%	*
Assistant Director	2	16.67%	*
Director	2	16.67%	*
Chief Exec	1	8.33%	*
Total	12	100.00%	100.00%

Due to the small numbers in each of the categories it is not possible to fully assess the potential impact of the proposals. This will be kept under review as the proposals develop.

What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	We need to consider how the proposals may impact upon this profile, once further detail is known.
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<b>Other</b>					
<b>please feel free to consider the potential impact on people in any other contexts</b>					
Positive impact	n/a	Negative impact	n/a	Unequal impact	n/a
Please evidence the data and information you used to support this assessment		No other impacts are anticipated.			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)			

### What are the findings of any consultation with:

Staff?	The restructure proposal will be subject	Residents?	N/A
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	to consultation with staff and Trade Unions in accordance with statutory requirements		
Voluntary & community sector?	N/A	Partners?	N/A
Other stakeholders?	N/A		

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## Overall conclusion & future activity

Explain the <b>overall findings</b> of the assessment and <b>reasons for outcome (please choose one)</b> :		
1. No inequality, inclusion issues or opportunities to further improve have been identified		
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made	
	2b. Continue as planned	We will continue to adhere to Redundancy and Redeployment policies to ensure consistency, fairness & transparency, and work with partners to ensure reasonable adjustments for disabled employees.
	2c. Stop and remove	

Detail the <b>actions that are needed</b> as a result of this assessment and how they will help to <b>remove discrimination &amp; harassment, promote equal opportunities</b> and / or <b>encourage good relations</b> :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
On-going review as further detail becomes available.	All		On-going	Will be built into consultation process
Explore opportunities to work with other organisations and charities to assist in identifying and implementing reasonable adjustments for disabled staff	Remove and promote		On-going	Will form part of individual consultation meeting discussions
Consider whether any of the proposed redundancies include staff affected by pregnancy or maternity leave	Remove and promote		On-going	Will form part of individual consultation meeting discussions
Continue to monitor the profile of the workforce through the quarterly workforce information provided to SMT, as part of	Remove and promote	HR&OD/SMT	On-going (next annual report due April 2015)	As part of routine workforce profile reporting arrangements

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routine workforce reporting arrangements				

**Approved by Strategic Director:**  
**Date:**