Appendix J - Full Equality Impact Assessment For a policy, project, service or other decision that is new, changing or under review

i what is being assessed / ·			t of FINANCIAL orce profile	FINANCIAL SECURITY OPTIONS (2017/18) on the profile				
Lead Assessor	Senior Human Res	source Mana	ger	Assessment team	Clare Davies Sue Vanneck			
Start date	November 2016	End date	March 2018		Kirsten Frew			
When will the reviewed?	When will the EqIA be cor		eview as n commences and aplementation of					

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.
	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.
What are the key aims of it?	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.
	The purpose of this EqIA is to identify the joint impact on the workforce profile of:
	 Staff affected by the savings proposals for 2017/18 Impact of the proposed savings for 2017/18 on the workforce profile.
	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



services to our equally diverse community.

The Council is committed to supporting all staff that are affected by change, in the first instance through their line managers and HR&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.

What positive measures are in place (if any) to help fulfil our legislative duties to:									
Remove	A Redundancy Policy –to ensure fair	Promote	Redeployment	Encourage	Consultation				
discrimination	and non-discriminatory selection	equal	opportunities are	good	with Trade				
& harassment	methods.	opportunities	considered for all staff	relations	Unions and				
	A Redeployment Policy to ensure there		at risk of redundancy.		staff on the				
	is a streamlined procedure for		-		proposals.				
	identifying suitable alternative								
	employment wherever possible.								

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.
Where possible and appropriate, comparisons of the workforce profile are made with the make-up of the
local community (Census 2011).
Due file information for staff a stantially at view of value days
Profile information for staff potentially at risk of redundancy.
NB: Where there are less than 10 individuals per protected characteristic, the numbers will be starred out, to protect individual's personal information.

In assessing the potential impact on people, are there any overall comments that you would like to make?

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.



Evidence and impact assessment

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

				_				
				Α	\ge			
Positive impact	In line with o we will aim to staff whereve to retain skill experience	o redeploy er possible	Negative in	·			Unequal impact	
Please			l					
evidence the data and		SBC Headcount	Percentage	% of prof at risk	Stevenage Community			
information you used to support	Under 25 (16-24)	25	4.00%	*	11.8%			
this	25-29	51	8.16%	*	7.3%			
assessment	30-34	65	10.40%	*				
	35-39	49	7.84%	*	21.2%			
	40-44	56	8.96%	*				
	45-49	92	14.72%	*				
	50-54	112	17.92%	*	20.3%			
	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%	%			
	between 25-	44 & 45-54	when compa	ared with	the local com	munity. H	esentation across th lowever, Stevenage over" when compa	Borough Council



	commu	community.							
		Comparisons for 16-25's can be misleading as many residents in this age range seek education and training as well as employment.							
	attribute older. To 12.2% o	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). In terms of staff potentially affected by the proposals, it is not yet possible to determine whether the proposals							
What opportunitie		We will look to retain employees	What do you still need	We need to continue to keep the					
there to promote		in line with the Redeployment	to find out? Include in	potential impact under review, as					
equality and inclu	usion?	Policy wherever it is possible to	actions (last page)	further detail is known.					
		identify suitable alternative							
		employment.							

			Dis	sability			
	e.g. physical impa	irment, n	nental ill hea	lth, learning	difficulties,	long-standing illne	ess
Positive impact	We will consider and make reasonable adjustments to supply disabled staff with be selection process an appointment into available suitable alternative employment opportunities	oort ooth	ative impact			Unequal impact	
Please evidence the							
data and information you	 	SBC Headcount	2016 SBC Percentage	% Profile of staff at risk			



used to support	No	562	89.92%	*		
this	Not stated	13	2.08%	*		
assessment	Prefer not to say	8	1.28%	*		
	Yes	42	6.72%	*		
	Total	625	100.00%	100.00%		
		the local o	community, 7.5	5% of resider	nts (aged 16-6	ionately impacted by the proposals. 64) have declared themselves as having ving a disability.
What opportuniti there to promote equality and inclu	charity a assist wi appropri	ind other orgith identifying ate reasona	work with a ganisations to g and funding ble s Access to	What do yo to find out? actions (las		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	t n/a				
Please evidence the data and inform you used to support this assessment			ient data to analyse the wond possible impact.	orkforce profile in	relation to gender				
What opportunities are there to promote equality and inclusion?			What do you still need to Include in actions (last page 1).						

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



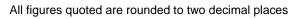
	Divorced	22	3.52%	*	
	Engaged	2	0.32%	*	
	Living with Partner	35	5.60%	*	
	Married	334	53.44%	*	
	Not Stated	21	3.36%	*	
	Prefer not to say	4	0.64%	*	
	Separated	9	1.44%	*	
	Single	187	29.92%	*	
	Widowed	6	0.96%	*	
	Total	625	100.00%	100.00%	
	As demonstrated in would be any dispro		• •	ssible to det	termine whether there
What opportunities are there to	W	hat do you	still need to f	ind out?	
promote equality and inclusion?	In	clude in act	tions (last pag	ge)	

	Pregnancy & maternity								
Positive	Redeployment p	oolicy provides	s priority status to those	Negative		Unequal			
impact	leave when thei	r post is being ed absence w	riod of maternity/adoption made redundant. ill not form any part of	impact		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)	proposals (o continue to keep the under review, as furth hether there are any p iderations.	er detail is known	and		



				R	ace			
Positive impact			Negativ	e 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%	*			
	Othe	er Background	23	3.68%	*			
	Pref	er not to say	5	0.80%	*			
	Whit	e - British	523	83.68%	*			
	Tota	l	625	100.00%	100.00%			
	12.1	•	is lower tha		•	•	ople from a BME or ulation of Stevenage	other background of e at 16.9%
What opportunitie	s are	A Recruitme	nt and Sele	ction	What do you	still need	We need to consid	der how the
there to promote equality and inclus	sion?	Policy is in pequality.	lace, to pro	mote	to find out? In actions (last p		proposals may imponce further detail	pact upon this profile, is known.

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





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

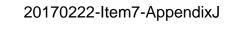
What opportunities are	What do you still	need We need to consider how the savings
there to promote	to find out? Include	le in proposals may impact upon this profile,
equality and inclusion?	actions (last page	once further detail is known.

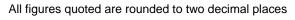
Sex									
Positive impact	In line with our policies we will aim to redeploy staff wherever possible to retain skills and			Unequal impact					



	experier	nce regardless	\$					
	of sex.							
Please evidence the data and information you used to support			2016 Headcount	2016 Percentage	% of profile at risk			
this assessment	Fem	ale	327	52.32%	*			
tino abocconient	Male)	298	47.68%	*			
	Tota	I	625	100.00%	100.00%			
	Stever reflection	oroposals. Thi enage Boroug	s will be ke h Council o	ept under revolution	view as the proview a	posals dev ger percer	velop. Itage of female emplents were male and	d 50.6% of residents
What opportunities there to promote equality and inclu					What do you to find out? In actions (last p	nclude in	We need to conside proposals may im once further details	pact upon this profile,

	Sexual orientation e.g. straight, lesbian / gay, bisexual									
Positive impact		Negativ	/e impact		Unequal impact					
Please evidence the data and information you used to support this assessment		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%	*						







	Not Stated	47	7.52%	*		
	Prefer not to say	20	3.20%	*		
	Total	625	100.00%	100.00%		
	the proposals. The No data was gath	ered in the	ept under revi	iew as the prop	oosals de	nity's sexual orientation.
What opportunities a there to promote equality and inclusion		staff to self-		What do you s to find out? Ind actions (last p	clude in	We need to consider how the proposals may impact upon this profile, once further detail is known.

	Socio-economic ¹											
e.g. low inco	e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users											
Positive impact	Co W Re ba pa	evenage Borough ouncil is a Living age Employer. edundancy pay is used on contractual by and exceeds the atutory minimum.	Negative	e impact				Une	equal impact			
Please evidence												
the data and				2016 SE	3C	2016 SBC	% of pro	ofile				
information you				Headco	unt	Percentage	at ris	k				
used to support		Apprentice		10		83.33%	*					
this assessment		Grade 1		28		233.33%	*					
tino accoccinont		Grade 2		65		541.67%	*					
		Grade 3		105		875.00%	*					
		Grade 4		84		700.00%	*	-				
		Grade 5		75		625.00%	*					

¹Although 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.

All figures quoted are rounded to two decimal places



				<u>.</u>	
Grad	de 6	101	841.67%	*	
Grad	de 7	42	350.00%	*	
Grad	de 8	32	266.67%	*	
Grad	de 9	15	125.00%	*	
Grad	de 10	24	200.00%	*	
Grad	de 11	16	133.33%	*	
Grad	de 12	16	133.33%	*	
Hos	Grade 1	7	58.33%	*	
Assi	stant Director	2	16.67%	*	
Dire	ctor	2	16.67%	*	
Chie	ef Exec	1	8.33%	*	
Tota	ıl	12	100.00%	100.00%	
	to the small numbers in eaproposals. This will be kep				to fully assess the potential impact of lop.
What opportunities are			What do you still	l need \	We need to consider how the
there to promote			to find out? Inclu		proposals may impact upon this profile,
equality and inclusion?			actions (last pag		once further detail is known.

Other											
pleas	please feel free to consider the potential impact on people in any other contexts										
Positive impact n/a		Negative impact	n/a	Unequal impact	n/a						
Please evidence the data	and	No other impacts are	e anticipated.								
information you used to su	pport this										
assessment											
What opportunities are			What do you still need								
there to promote			to find out? Include in								
equality and inclusion?			actions (last page)								

What are the findings of any consultation with:

Staff? The restru	cture proposal will be subject	Residents?	N/A
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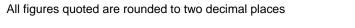


	to consultation with staff and Trade Unions in accordance with statutory requirements		
Voluntary & community sector?	N/A	Partners?	N/A
Other stakeholders?	N/A		

Overall conclusion & future activity

Explain the overall findings of the assessment and reasons for outcome (please choose one):			
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 actions that are needed as a result of this assessment and how they will help to remove discrimination &				
harassment, promote equal opportunities and / or encourage good relations:				
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





routine workforce reporting arrangements		

Approved by Strategic Director: Date: