



Stevenage Borough Council

Equality Impact Assessment Toolkit





What is the legal background of equality and diversity?

The Equality Act 2010

Everyone's right to be treated fairly is covered in law by the Equality Act 2010, which came into force in October 2010. The Act protects nine characteristics and they are:

Age	Disability	Gender reassignment
Marriage or civil partnership	Pregnancy and maternity	Race
Religion or belief	Sex	Sexual orientation

When a person feels that they have not been treated fairly because of any of these characteristics it is called unlawful discrimination.

The Public Sector Equality Duty

Section 149 of The Equality Act 2010 is called the Public Sector Equality Duty. Stevenage Borough Council has a statutory obligation to comply with the requirements of the Duty which are to carry out our functions in a way that gives due regard to the need to:

- **Remove discrimination, harassment, victimisation** and any other conduct that is unlawful under this Act
- **Promote equal opportunities** between people who share a protected characteristic and those who don't
- **Encourage good relations** between people who share a protected characteristic and those who don't.

What is an Equality Impact Assessment (EqIA)?

A process that helps us to evidence and understand the impacts that our decisions might have on different types of people, and improve them where we can. These decisions can relate to existing services, policies and functions, procurement exercises, plans for future changes and new projects.

It is designed to help us think about both positive and negative impacts on people and look at how to avoid disadvantage or further improve our services.

The aim is to make sure that we plan, develop and deliver fair and inclusive services and that we promote equality and positive relationships between the different communities that we serve.



Although the assessment of any socio-economic impact has been removed from the Act, officers at Stevenage are encouraged to use their discretion in assessing impact on people who are less fortunate because of their social and / or economic background.

Why do we do them?

EqlAs have been used at Stevenage for a number of years and are a really useful way of showing how we consider the needs of our diverse communities and staff. And by using them effectively, we'll be able to mitigate any potential legal challenge of discrimination under the Equality Act 2010. EqlAs help us to:

- Consider the differing needs of people in our community and workforce
- Demonstrate to all of our stakeholders that we place great importance on meeting and understanding the needs of different residents and employees
- Ensure that decisions are made in a fair, transparent and accountable way
- Focus our activity on delivering positive outcomes for our communities instead of being process-driven
- Meet our legislative requirements under the Equality Act 2010 and Public Sector Equality Duty.

Who should complete EqlAs?

Anyone who has to develop and deliver policy, strategy, projects, and services, or make decisions that could impact on people. There should be more than one officer involved in developing the EqlA so that a range of views can be considered. For example a:

- Project manager and lead officers involved in the project
- Service manager and staff involved in delivering the service
- Policy / strategy developer and representatives from other SDUs who will be delivering the function.

How do I complete it?



This toolkit should provide you with most of the information you need to get started, including a few pointers to help you to decide which level of EqIA will be most useful. The two options are a Brief EqIA and a Full EqIA.

You'll see as you go through the toolkit that in addition to using your expertise, the decisions and potential impacts identified should be evidenced as far as possible. A great way of evidencing is by way of consulting with people who are likely to be affected by the outcome, and by analysing local data.

You may find that you complete a Brief EqIA and identify a need to further analyse the impact in a Full EqIA. This is a great example of how it can help to inform and guide decision-making, and demonstrates to our customers, staff and stakeholders that we take equality and inclusion seriously.

When should an EqIA be started?

In the early stages of your activity and certainly before any decision is made. It's very unlikely that it will be completed in one go – you'll find it useful to keep coming back to it, updating as new evidence comes to light, or as different viewpoints are taken into account.

It's a good idea to keep copies of previous versions – not just to help you to keep track, but it can also demonstrate where we have changed a decision or planned direction in light of a potential impact on particular groups.

Your EqIA should not be completed at the end of the process as:

- Your decision could cause discrimination, or benefit certain equality groups more than others
- Time and resource could be used inefficiently if the decision has to be reviewed
- You could miss an opportunity to further promote equality and inclusion
- Your decision could fail to meet the council's statutory requirements and create a risk of legal challenge.

What kinds of things should I consider

?

When completing an EqIA it's helpful to think about the following:

Negative / Positive / Unequal impact



It's unlikely that a decision will impact on people in light of every characteristic. Where there is no impact or actions identified, feel free to add N/A (not applicable).

Please be aware that where there is a negative impact, you will not necessarily be expected to mitigate this. The aim of the EqIA is to demonstrate that we have given due regard to the potential impact on people and have taken action as far as is practical and reasonable.

- How will different groups of people be affected if the decision is implemented as planned?
- Does the data and evidence collected highlight problems that need to be addressed, such as disadvantage, discrimination and harassment?
- Does the evidence suggest increased or lower than expected (unequal) uptake, access or participation by different groups?
- Are there any rules, requirements or regulations around it that might affect accessibility?
- Is there evidence of better outcomes for different groups?
- Are current measures in place and having a positive impact on particular groups?

Evidence of potential impact

Collect, analyse and record information and data relating to the protected characteristics or any other groups that may be affected. Examples could include:

- Service user data
- Results of consultation, involvement activities or surveys
- Feedback from service users on their outcomes and experiences
- Information about the town, its wards and local communities such as Census data
- Comparisons made with similar policies / services in other departments or authorities
- Recommendations from inspections, audit reports and reviews
- National, regional and local research findings
- Information from partners, trade unions and local groups from the voluntary and community sector.

Opportunities to promote equality and inclusion

- What more can we do to positively impact on these groups?



- Is there an opportunity to improve access and outcomes for different groups?
- How can communications be used more effectively?
- Is there an opportunity to promote positive attitudes and good relations between different groups?

What do we still need to find out?

- What gaps in evidence and information have been found?
- How can these be filled?
- When will this information be captured and reviewed in completing this EqIA?

You should collate and assess all the information you need **before a decision** on your activity is made. If you don't there is an increased risk of exposing the council to legal challenge, if a wrong, inappropriate or ineffective decision is made.

Consultation

As a co-operative council, we aim to involve our staff, communities and stakeholders in decision-making as much as possible. This should always be proportionate to the scale of the decision being made, how many people might be affected or interested and the level of impact it will have.

- How have the views and knowledge of staff who will be delivering the service been considered? Have staff more generally been able to contribute?
- What have your customers fed back?
- Have you consulted the voluntary and community sector in making your decision? How will they be engaged in future?
- Have you drawn on the knowledge of partnering organisations?
- How have other stakeholder been able to contribute and what have they said?

Conclusion and actions

- Have inequalities, inclusions issues or opportunities to further improve equality and inclusion been identified?
- What adjustments have been made to your initial plan as a result of this EqIA?
- If you are continuing as planned or are stopping altogether, what are the reasons?
- What can be done to prevent, minimise or mitigate any negative or unequal impacts identified?
- How can you help people who are vulnerable, stereotyped or marginalised?
- What opportunities are there to remove discrimination and harassment, promote equal opportunities and encourage better relations amongst our communities?
- How could your function be more accessible to people who are underrepresented or don't currently use your service?



Where can I find more information?

Our intranet has lots of useful information, or you can email equalities@stevenage.gov.uk for help and guidance.

We also have a network of Equality Champions across the council – please ask your Head of Service for information on who your representative is.

How do I get started?

By turning over the page!



First things first: does this activity need an EqlA?

Subject of the assessment:	
Please answer Yes or No to the following questions:	
Does it affect staff, service users or the wider community?	Yes
Has it been identified as being important to particular groups of people?	
Does it or could it potentially affect different groups of people differently (unequal)?	
Does it relate to an area where there are known inequalities or exclusion issues?	
Will it have an impact on how other organisations operate?	
Is there potential for it to cause controversy or affect the council's reputation as a public service provider?	

Where a positive impact is likely, will this help to:	Please tick all that apply (✓)
Remove discrimination and harassment?	Yes
Promote equal opportunities?	Yes
Encourage good relations?	Yes

If you ticked or answered Yes to one or more of these questions you should carry out an EqlA. There are two levels of analysis (Brief and Full) and in deciding which to go for, you should think about not just the number of people affected but the significance of the effect on them – both positive and negative.

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If you answered No to all of the questions and decide that your activity doesn't need an EqlA you must explain below why it has no relevance to equality and diversity. You should reference the information you used to support your decision and seek approval from your Head of Service or Strategic Director before sending this to equalities@stevenage.gov.uk.



I determine that no EqIA is needed to inform the decision on the (Proposed staff related savings proposals over next 3 years (2014-15,2015-16, 2016-17)).

Name of assessor: Clare Davies
Role: HR Manager
Date: 29/10/2013

Decision approved by:
Role:
Date:



Brief Equality Impact Assessment

For a minor operational change / review / simple analysis

What is being assessed?		What are the key aims of it?			
Who may be affected by it?					
Date of full EqIA on service area (planned or completed)					
Form completed by:		Start date		End date	
		Review date			

What data / information are you using to inform your assessment?		Have any information gaps been identified along the way? If so, please specify	
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Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Age		Race	
Disability		Religion or belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual orientation	
Pregnancy & maternity		Socio-economic ¹	
Other			

Where there is a likely positive impact , please explain how it will help to fulfil our legislative duties to:					
Remove discrimination & harassment		Promote equal opportunities		Encourage good relations	

What further work / activity is needed as a result of this assessment?

Action	Responsible officer	How will this be delivered and monitored?	Deadline
If a negative or unequal (high or low) impact has been identified, you should assess this further in a Full EqIA			

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.



Approved by Head of Service / Strategic Director:
Date:

Please send this EqIA to equalities@stevenage.gov.uk

Full Equality Impact Assessment

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

What is being assessed?		Proposed forthcoming staff related savings over the next 3 years (2014-15, 2015-16 and 2016-17)	
Lead Assessor	Clare Davies, HR Manager (Business Partnering and Policy Development)		Assessment team
Start date	28 October 2013	End date	2017
When will the EqIA be reviewed?		Ongoing reviews over the next 3 years and specifically as consultation in each SDU commences.	

Who may be affected by it?	<p>Early indications from the proposals are that there may be in the region of 20 redundancies in year 1. However, the proposals for years 2 & 3 require further investigation.</p>
What are the key aims of it?	<p>Stevenage Borough Council is required to make significant savings of £3million over the next 3 years. 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 and a draft new redundancy and redeployment policy are also being developed to ensure the procedure clear and each of these policies have 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"> • Staff affected by the 3 years savings proposals • Impact of the proposed saving's on the workforce profile <p>This is intended to guide decision making in considering the savings proposals over the next 2-3 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.</p> <p>The Council is committed to supporting all staff that are affected by change, in the first instance through</p>

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 (PPC) 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 discrimination & harassment	A new Redundancy Policy – all to ensure fair and non-discriminatory selection methods A new Redeployment Policy to ensure there is a streamlined procedure for identifying suitable alternative employment wherever possible.	Promote equal opportunities	Redeployment opportunities are considered for all staff at risk of redundancy.	Encourage good relations	Consultation with Trade Unions and staff on the proposals

What sources of data / information are you using to inform your assessment?	<p>Workforce profile data (correct as at 19 September 2013), 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>Workforce information data on those potentially at risk of redundancy in year 1, as at 31 December 2013. However, it should be noted that it has not yet been possible to identify all the pools in relation to the Environmental Services proposals.</p>
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NB: There was insufficient information about gender reassignment for analysis.

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:

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 as redundancy pay increases with length of service	Unequal impact	
Please evidence the data and information you used to support this assessment		Stevenage Borough Council workforce data as at 19/9/2013. Local Community Data from Census 2011			
		SBC 2013 Headcount	Workforce Percentage	Potentially at risk employees as %	% of Stevenage Community
		31	4.20%	Nil	11.8%
		133	18.02%	7.52%	7.3%
				11.97%	21.2%
		142	19.24%	2.87%	20.3%
		244	33.06%	6.78%	
		177	23.98%		4.9%

	65 and over	11	1.49%	18.18%	14.1%
	Total	738	100.00%		
<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>The table reflects that Stevenage Borough Council has a higher representation in the age range 45-64 when compared with the local community.</p> <p>As demonstrated in the table, the indications are that the proposals may have a higher impact on staff in the age ranges 35-44 and 65+.</p> <p>With regards to the age range 35-44, our workforce profile would remain largely reflective of the local community profile for this age range.</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, nationally, between August and October 2012, 9.2% of people over 65 were in employment (Office for National Statistics).</p>					
What opportunities are there to promote equality and inclusion?	We will look to retain employees in line with the Redeployment Policy wherever it is possible to identify suitable alternative employment.		What do you still need to find out? Include in actions (last page)	We need to continue to keep the potential impact of the savings proposals under review, as further detail is known.	
Disability e.g. physical impairment, mental ill health, learning difficulties, long-standing illness					
Positive impact	We will consider and make reasonable adjustments to support disabled staff with both selection process and appointment into available suitable alternative employment	Negative impact		Unequal impact	

opportunities																											
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	<table border="1"> <thead> <tr> <th></th> <th>SBC Headcount</th> <th>SBC Percentage</th> <th>Potentially at risk employees as %</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>619</td> <td>83.88%</td> <td>6.78%</td> </tr> <tr> <td>Not stated</td> <td>65</td> <td>8.81%</td> <td>3%</td> </tr> <tr> <td>Prefer not to say</td> <td>13</td> <td>1.76%</td> <td>15%</td> </tr> <tr> <td>Yes</td> <td>41</td> <td>5.56%</td> <td>5%</td> </tr> <tr> <td>Total</td> <td>738</td> <td>100.00%</td> <td></td> </tr> </tbody> </table> <p>As demonstrated in the table, employees who have self-declared themselves as disabled do not appear to be disproportionately impacted by the proposals. However, due to the numbers of employees who have not declared or selected the “Prefer not to state” option, it is not possible to know where these employees are disabled.</p> <p>In comparison with the local community, which have 7.5% of residents (aged 16-64) having declared themselves as having a disability, 5.56% of employees have declared themselves as having a disability. It should also be highlighted that 10.6% of employees have chosen not to declare whether they consider themselves to have a disability. However, this figure has been reducing since 2010, with a higher number of staff declaring whether they have disability or not.</p>					SBC Headcount	SBC Percentage	Potentially at risk employees as %	No	619	83.88%	6.78%	Not stated	65	8.81%	3%	Prefer not to say	13	1.76%	15%	Yes	41	5.56%	5%	Total	738	100.00%
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What opportunities are there to promote equality and inclusion?	It may be possible to work with 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 of the savings proposals 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	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 marriage and civil partnership 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)			

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		From the information of employees potentially impacted by the year 1 proposals, we are not aware (as at 31 st December 2013) of any employee who may potentially be			

assessment	either being pregnant or on maternity leave during the time of the proposals.		
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 savings proposals under review, as further detail is known and consider whether there are any pregnancies or maternity leave considerations.

Race																															
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	<p>As demonstrated in the table, there is potentially a disproportionate impact on BME employees. Stevenage Borough Council has a combined representation of people from a BME or other background of 8.95%, which is significantly lower than the representation among the population of Stevenage at 16.9% (according to Census 2011).</p> <p>There is also potentially a significant impact on employees who have chosen the option "Prefer not to state". However, due to this nature of the statement, it is not possible to identify if this has a disproportionate impact on any particular groups.</p>																														

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.

Religion or belief																																																							
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	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	Existing informal part time working arrangements made permanent by mutual agreement form part of the savings proposals and this supports flexible working arrangements.	Negative impact	There are some proposals where the working hours may be reduced without mutual agreement.	Unequal impact
Please evidence the data and information you used to support this assessment		Stevenage Borough Council Workforce data as at 19/9/2013 Local community data, Census 2011		
				Potentially at risk employees as %
		Headcount	Percentage	
		Female	364	49.32%
		Male	374	50.68%
				9.07%
				4.01%

Total	738	100.00%	
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As demonstrated in the table, there is potentially a slightly more significant impact upon female employees. Stevenage Borough Council currently have a larger percentage of male employees and it should be noted that the Stevenage local community profile is 49.4% of residents were male and 50.6% of residents were female.

However, it should be noted that a number of the savings proposals include the formalisation of part time working arrangements, by mutual agreement, which predominantly relate to female employees.

	SBC Headcount	SBC Percentage	% of community aged 16- 24 (Census 2011)
Female Full Time	252	34.15%	27.2%
Male Full Time	359	48.64%	46%
Total Full Time	611	82.79%	73.2%
Female Part Time	112	15.18%	19.9%
Male Part Time	15	2.03%	6.9%
Total Part Time	127	17.21%	26.8%
Total	738	100.00%	

Stevenage Borough Council has a higher percentage of full time employees and a lower percentage of part time employees when compared with the local community profile. This may be a result of the flexitime working arrangements that are available to employees. It should also be highlighted that in previous savings programmes part time staff have been more affected by redundancy than those who work full time, and in line with national trends, these are most notably women.

What opportunities are there to promote

What do you still need to find out? Include in

We need to consider how the savings proposals may impact upon this profile,

equality and inclusion?		actions (last page)	once further detail is known.
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Sexual orientation e.g. straight, lesbian / gay, bisexual																																		
Positive impact	Negative impact	Unequal impact																																
Please evidence the data and information you used to support this assessment	Stevenage Borough Council workforce data																																	
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Socio-economic² e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users																																							
Positive impact		Negative impact	Reduction of approximately 10 agency/seasonal employment opportunities proposed.	Unequal impact																																			
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		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 15%;">Headcount</th> <th style="width: 15%;">Percentage</th> <th style="width: 30%;">Potentially at risk employees as %</th> </tr> </thead> <tbody> <tr> <td>Chief Officers</td> <td style="text-align: center;">15</td> <td style="text-align: center;">2.03%</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Scale 1 - 4</td> <td style="text-align: center;">290</td> <td style="text-align: center;">39.30%</td> <td style="text-align: center;">7.93%</td> </tr> <tr> <td>Scale 5 - 6</td> <td style="text-align: center;">106</td> <td style="text-align: center;">14.36%</td> <td style="text-align: center;">2.83%</td> </tr> <tr> <td>SO1 -SO2</td> <td style="text-align: center;">71</td> <td style="text-align: center;">9.62%</td> <td style="text-align: center;">2.82%</td> </tr> <tr> <td>PO1 - PO4</td> <td style="text-align: center;">78</td> <td style="text-align: center;">10.57%</td> <td style="text-align: center;">14.1%</td> </tr> <tr> <td>PO5 - PO11</td> <td style="text-align: center;">59</td> <td style="text-align: center;">7.99%</td> <td style="text-align: center;">15.25%</td> </tr> <tr> <td>Other*</td> <td style="text-align: center;">119</td> <td style="text-align: center;">16.12%</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">738</td> <td style="text-align: center;">100.00%</td> <td></td> </tr> </tbody> </table> <p>As demonstrated in the table, there is a disproportionate impact upon the PO grades. The profile of the organisation broken down by grade remains largely the same as it was in October 2012.</p> <p>In addition, since April 2013 Stevenage Borough Council has on average hired 80 agency workers each month.</p>					Headcount	Percentage	Potentially at risk employees as %	Chief Officers	15	2.03%	-	Scale 1 - 4	290	39.30%	7.93%	Scale 5 - 6	106	14.36%	2.83%	SO1 -SO2	71	9.62%	2.82%	PO1 - PO4	78	10.57%	14.1%	PO5 - PO11	59	7.99%	15.25%	Other*	119	16.12%	-	Total	738
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²Although 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.

Other					
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 information you used to support this assessment					
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?		Residents?	
Voluntary & community sector?		Partners?	
Other stakeholders?			

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	Introduced new Redundancy and Redeployment Policies to ensure fair consultation and selection process and the identification of suitable alternative employment wherever possible. Working with partners to ensure reasonable adjustments for disabled employees
	2b. Continue as planned	
	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 during consultation periods, considering in detail each of the areas.		Clare Davies	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	Support disabled employees with both selection and appointment to possible redeployment opportunities	Clare Davies	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	There will enable us to ensure they benefit from the priority status within the redeployment policy for staff	Clare Davies	On-going	Will form part of individual consultation meeting discussions

	on maternity leave			
Encourage staff to self-declare their personal characteristics	This will assist in assessing whether there is a disproportionate impact on certain groups	Clare Davies	On-going	Will form part of review of HR system and employee self-service facilities

Approved by Head of Service / Strategic Director:

Date:

Please send this EqIA to equalities@stevenage.gov.uk