

Full Equality Impact Assessment APPENDIX G

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

What is being assessed?		Impact of Proposed Staff Saving 2020-2021	
Lead Assessor	HR Manager (Employee Resourcing)	Assessment team	NGDP Graduates
Start date	April 2020	End date	March 2023
When will the EqIA be reviewed?	On-going reviews over the next 3 years and specifically as consultation in each business unit or overall saving commences.		

Who may be affected by it?	<p>Early indications from the proposals for the Budget 2020-2023 are that there may be in the region of 6 redundancies or replacements within the savings proposals and wider changes of working practice across the Council which may affect the Councils workforce as a whole. The proposals for 2020/2021 onwards require further investigation and the impact of each proposal on the equality profile of and diversity within the workforce will be considered.</p>
What are the key aims of it?	<p>As part of the Financial Security options for 2020-2023, the Council have identified a need to savings across the workforce. The savings will be made through service related savings and staff related expenditure, comprising of organisational restructures, potential redundancies, changes in ways of working and changes to staff benefits provision.</p> <p>There are policies in place to support staff through these periods of change including an organisational change policy and an employee assistance programme. 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 impact on the workforce profile of:</p> <ul style="list-style-type: none"> The savings proposed for 2020-2023. For the purpose of this EqiA the full workforce has been considered as part of the impact profile as some savings will impact across the Council's workforce. Individual EqiAs will be performed on each of the proposals when it comes forward for

	<p>consultation.</p> <ul style="list-style-type: none"> It should also be noted that for the staff related benefits proposal (car parking), if this proceeds, we would need to work through the arrangements for this, which would likely include further steps to mitigate any impacted to all protected characteristics. <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 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 the HR&OD service. 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 the proposed changes</p>
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What positive measures are in place (if any) to help fulfil our legislative duties to:					
Remove discrimination & harassment	An Organisational change policy—to ensure fair and non-discriminatory selection methods. and a redeployment procedure 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 /	Workforce profile data (correct as of October 2019) broken down by protected characteristics
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information are you using to inform your assessment?	<p>including: age, gender, religion, ethnicity, disability, sexual orientation and marital status.</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>NB: There was insufficient information about gender reassignment for analysis.</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 Proposals around charges for car parking may adversely impact on older workers who may find it more difficult to walk or cycle to work.	Unequal impact	

Please evidence the data and information you used to support this assessment

	2019	% of Stevenage Community
Under 25	62	11.8%
25-29	76	7.3%
30-34	91	21.2%
35-39	76	
40-44	66	
45-49	78	20.3%
50-54	112	
55-59	129	
60-65	63	4.9%
65+	13	14.1%
No data	20	
	786	

The table reflects that Stevenage Borough Council has a higher representation across the age ranges between “50-54” and “55-59” when compared to the local community. Furthermore, Stevenage Borough Council has a lower representation of the age ranges “under 25” and “40-44” when compared to the local community.

Comparisons for 16-25’s can be misleading as many residents in this age range seek education and training alongside or rather than full time employment.

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 choose to retire as they get older. To provide a point of comparison, according to the Office for National Statistics (2018) 13.9% of people over 65 were in employment.

In terms of staff potentially affected by the proposals, Stevenage Borough Council workforce age profile will not be significantly impacted as the spread of staff potentially at risk is relatively even across the age range categories.

Proposals around charges for car parking may adversely impact on older workers who may find it more difficult to walk or cycle to work

<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>The Council has an embedded Flexible Retirement Policy that supports workers aged over 55 to reduce their working hours and access their pensions to support the transition to retirement and maintain employment to an older age.</p> <p>In 2017 the Council launched an Early Careers Network to help support those earlier in their careers at SBC.</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 of the savings proposals under review, as further detail is known.</p> <p>We will discuss with staff alternative options for commuting to work such as car sharing to minimise the impact of car park charges.</p>
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<p align="center">Disability 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>Proposals around charges for car parking may adversely impact on staff with physical disabilities as they may find it more difficult to walk to work or commute by other means.</p>	<p>Unequal impact</p>	

<p>Please evidence the data and information you used to support this assessment</p>	<p>Stevenage Borough Council workforce data as of October 2019</p> <table border="1" data-bbox="726 217 1136 521"> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td>Total</td> </tr> <tr> <td>Left Blank</td> <td>26</td> </tr> <tr> <td>No</td> <td>689</td> </tr> <tr> <td>Refused</td> <td>7</td> </tr> <tr> <td>Unknown</td> <td>12</td> </tr> <tr> <td>Yes</td> <td>52</td> </tr> <tr> <td>Grand Total</td> <td>786</td> </tr> </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 left blank, refused to state or selected the unknown option, it is not possible to know if any of these employees have a disability.</p>						Total	Left Blank	26	No	689	Refused	7	Unknown	12	Yes	52	Grand Total	786
	Total																		
Left Blank	26																		
No	689																		
Refused	7																		
Unknown	12																		
Yes	52																		
Grand Total	786																		
<p>What opportunities are there to promote equality and inclusion?</p>	<p>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) to help any employees impacted by the savings proposals to maintain 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 of the savings proposals under review, as further detail is known.</p> <p>We will need to ask all staff to review and update their personal records, including declaring their disability status.</p> <p>We need to discuss the impact of car parking charges with staff and how this will impact upon their ability to get to work and maintain employment with the Council.</p>																

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. Out of the 786 employees, 41 answered no and no data is held for other employees.			
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	No positive impacts anticipated	Negative impact	No negative impacts anticipated	Unequal impact		
Please evidence the data and information you used to support this assessment	Count of Current Marital Status					
	Current Marital Status		Total			
	Separated		12			
	Left Blank		20			
	Civil Partnership		11			
	Divorce		21			
	Living with Partner		38			
	Married		371			
	Prefer not to say		11			
	Single		288			
Unknown		5				
Widow		9				
Grand Total		786				
<p>It is not anticipated that the proposals will have any disproportionate impacts on this staff group. However, individual EQiAs of each of the savings will be undertaken to confirm this.</p>						

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	Negative impact	Unequal impact	
Please evidence the data and information you used to support this assessment	Data numbers too small for EQiA data to be meaningful.		
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Race			
Positive impact	Negative impact	Unequal impact	
Please evidence the data and information you used to support this assessment	Count of Ethnic Origin		
	Ethnic Origin	Total	
		26	
	ASBBAN	*	
	ASBCHI	*	
	ASBIND	14	
	ASBOTH	*	
	ASBPAK	*	
	BACBAF	14	
	BACBCA	9	
	BACBOT	7	
	INP	10	
	MB	*	
	MIXOTH	*	
MIXWBA	*		
MIXWBC	6		

	MIXWHA	6	<p>Stevenage Borough Council has a combined representation of 80.9% of white British employees. This is an increase from the 78.91% from 2014. The remaining 20% are many other BME groups. * Categories represent information for 5 or fewer employees which may be identifiable so have been blanked out. EQiAs will be performed on each of the savings proposals individually to ensure there are no adverse impacts on any individual group.</p>
	OMB	6	
	OTHETH	*	
	OWB	18	
	PNS	5	
	WHG-TR	*	
	WHIRSH	7	
	WHITEB	636	
	WHITEG	*	
	Grand Total	786	
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 savings proposals may impact upon this profile, once further detail is known.

Religion or belief					
Positive impact		Negative impact		Unequal impact	
Please evidence	Count of			Religion	% of Stevenage

the data and information you used to support this assessment	Religion				Community (percentage)
	Religion	Total			Christian
	Left blank	26			Buddhist
	Buddhism	*			Hindu
	Christianity	345			Jewish
	Hinduism	*			Muslim
	Information not provided	35			Sikh
	Muslim	9			Other
	No religious belief	292			No religion
	Other	18			Not stated
	Prefer not to say	53			
	Sikhism	*			
	Grand Total	786			
	<p>As demonstrated in the table, the proposals do not appear to have any significant disproportionate impacts. However, it should be noted the combined total percentage of categories 'not stated' & 'prefer not to say' or they left it blank which totals 18.3%. It is not therefore possible to be certain of the impact. Also, the council as a strong representation with the Stevenage Community. EQiAs will be performed on each of the savings proposals individually to ensure there are no adverse impacts on any individual group.</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.		

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

	to retain skills and experience regardless of sex.																
Please evidence the data and information you used to support this assessment		<table border="1"> <thead> <tr> <th></th> <th>2019 Headcount</th> <th>2019 Percentage</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>447</td> <td>56.87%</td> </tr> <tr> <td>Male</td> <td>339</td> <td>43.12%</td> </tr> <tr> <td>Total</td> <td>786</td> <td>100.00%</td> </tr> </tbody> </table> <p>It is not anticipated that the proposals will have any disproportionate impacts on this staff group. However, individual EQiAs of each of the savings will be undertaken to confirm this.</p>					2019 Headcount	2019 Percentage	Female	447	56.87%	Male	339	43.12%	Total	786	100.00%
	2019 Headcount	2019 Percentage															
Female	447	56.87%															
Male	339	43.12%															
Total	786	100.00%															
What opportunities are there to promote equality and inclusion?	All roles at SBC are now advertised as suitable for job share or flexible working opportunities.	What do you still need to find out? Include in actions (last page)															

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	Count of Sexual Orientation		Percentage 2019	
	Sexual Orientation	Total		

	Left blank	26	3.31%
	Bisexual	*	0.51%
	Gay	*	0.51%
	Heterosexual	685	87.15%
	Homosexual	*	0.13%
	Information Not Provided	35	4.45%
	Lesbian	*	0.51%
	Prefer Not To Disclose	27	3.44%
	Grand Total	786	

As demonstrated in the table above, the areas potentially impacted the most are the “Prefer not the state” option and “Not Provided” option. By the very nature of these options, it is not possible to analyse the potential impact.

There has been insufficient data in this area previously to draw comparisons and no data was gathered in the Census 2011 about the local community’s sexual orientation.

*Represents groups of less than 5 employees as these may be identifiable if published.

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.
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Socio-economic¹		
e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement		
Positive impact	Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment	Whilst no data is held on the socio-economic background of our workforce, some of the proposed savings could be seen to have an impact on those on lower incomes compared to those on higher incomes. These impacts will be assessed fully as each	

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.

	proposal comes forward.		
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?	Consultation with staff will be undertaken for each of the savings proposals as they are implemented.	Residents?	
Voluntary & community sector?		Partners?	
Other stakeholders?			

Approved by Assistant Director / Strategic Director:
Date:

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