



# Full Equality Impact Assessment APPENIDX H STAFF EQIA

## 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 (2018/19) on the workforce profile</b>	
Lead Assessor	Interim Senior HR & OD Manager		Assessment team
Start date	November 2017	End date	March 2019
When will the EqIA be reviewed?	Ongoing as Business Unit reviews progress through implementation.		Jackie Foglietta Sue Vanneck

Who may be affected by it?	<p>Early indications from the proposals for the Budget 2018/19 are that there are likely to be posts deleted, and potentially resultant redundancies, arising from the restructuring of services through Business Unit reviews, which will affect all staff. Whilst redundancies are likely to be offset by the creation of new posts, the situation requires ongoing monitoring as the detail of Business Unit review proposals are further developed and we will continue to consider the impact on the equality profile of and diversity within the workforce throughout implementation.</p>
What are the key aims of it?	<p>The purpose of this EqIA is to identify any impact on the workforce profile of the proposed 2018/19 financial security options, specifically in relation to the implementation of Business Unit reviews. As it is anticipated the reviews will affect the whole workforce over time there is no specific group identified which could be particularly impacted, either positively or negatively.</p> <p>Business Unit reviews are designed to create the corporate capacity and working environment necessary to successfully deliver the Future Town Future Council corporate plan and will enable the Council to embed the principles of the Target Operating Model agreed through the 2016 Senior Management Review.</p> <p>Whilst the initial implementation of the reviews will focus on the 4<sup>th</sup> tier management level, all staff will potentially be affected as review proposals are fully implemented throughout 2018/19. Each Business Unit review will include consideration of equality issues as relevant to the group(s) of staff affected.</p> <p>The Council values diversity in its workforce. We recognise that the composition, skills, understanding</p>

	<p>and commitment of our workforce adds to our ability to deliver responsive, personalised services to our equally diverse community.</p> <p>There are policies in place to support staff through periods of reorganisation, including Redundancy and Redeployment. These ensure there are clear procedures in place for staff impacted by reorganisations/restructures that are applied consistently across the Council. Each of these policies has had an EqIA.</p> <p>The Council is committed to supporting all staff affected by change, in the first instance through their line managers and HR&amp;OD as well as their Trade Union (if they are a member). In addition, support is available to staff in the form of our Employee Assistance Programme (Optum) as well as outplacement support for any 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 2017), 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 data for staff potentially at risk of redundancy, (note this information will be identified as Business Unit review proposals are further developed).</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?	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.
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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 as redundancy pay increases with length of service	Unequal impact	
Please evidence the data and information you used to support this assessment		SBC Headcount	SBC Percentage	% of profile at risk	% of Stevenage Community
	Under 25 (16-24)	34	5.62	*	12.35
	25-29	41	6.78	*	7.31
	30-34	72	11.90	*	20.84
	35-39	52	8.60	*	
	40-44	51	8.43	*	21.13
	45-49	86	14.21	*	
	50-54	101	16.69	*	
	55-59	93	15.37	*	4.84
	60-64	61	10.08	*	
	65 and over	14	2.31	*	15.15
	Total	605	100.00		
The table reflects that Stevenage Borough Council has a higher representation across the age ranges between 25-44 and 45-59 when compared with the local community. However, Stevenage Borough Council					



	<p>has a lower representation in the age ranges 16-24 and “65 and over” when compared with the local community, (although it should be noted that the local community “under 25” figure covers the age range 15-24.</p> <p>Comparisons for 16-25s 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>		
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 under review, as further detail is known.

<b>Disability</b> <b>e.g. physical impairment, mental ill health, learning difficulties, long-standing illness</b>									
Positive impact	We will consider and make reasonable adjustments to support disabled staff with both selection processes and appointment into available suitable alternative employment opportunities.	Negative impact		Unequal impact					
Please evidence the data and	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">SBC Headcount</td> <td style="width: 25%; text-align: center;">SBC Percentage</td> <td style="width: 25%;"></td> </tr> </table>						SBC Headcount	SBC Percentage	
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All figures quoted are rounded to two decimal places

information you used to support this assessment				% Profile of staff at risk	
	No	530	87.60	*	
	Not stated	33	5.45	*	
	Prefer not to say	8	1.32	*	
	Yes	34	5.62	*	
	Total	605	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.</p>					
What opportunities are there to promote equality and inclusion?	It may be possible to work with specialist 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.	

<b>Gender reassignment</b>																							
Positive impact	n/a	Negative impact	n/a																				
Please evidence the data and information you used to support this assessment		Unequal impact	n/a																				
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What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)																					

<b>Marriage or civil partnership</b>																																															
Positive impact	n/a	Negative impact	n/a																																												
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Pregnancy & Maternity					
Positive impact	The Redeployment Policy provides priority status to employees who are on a period of maternity/adoption leave if 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		There are employees within the Council workforce who are pregnant or on a period of maternity/adoption leave; however it is not yet possible to determine whether they will be impacted by the proposals and this will be kept under review as implementation progresses.			
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 pregnancy or maternity/adoption leave considerations.		

Race																																	
Positive impact	A Recruitment & Selection Policy is in place, to promote equality.	Negative impact	n/a	Unequal impact	n/a																												
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	Stevenage Borough Council has a combined representation of people from a BME or other background of 12.56%, which is lower than the representation among the population of Stevenage at 16.9% (Census 2011).		
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.

Religion or belief					
Positive impact	n/a	Negative impact	n/a	Unequal impact	n/a
Please evidence the data and information you used to support this assessment		SBC Headcount	SBC Percentage	% Profile at risk	% Stevenage community
	Buddhist	1	0.17	*	0.53
	Christian	277	45.79	*	54.44
	Hindu	3	0.50	*	1.19
	Sikh	6	0.99	*	0.36
	Jewish	1	0.17	*	0.18
	Muslim	4	0.66	*	1.97
	No Religion	183	30.25	*	34.07
	Not stated	91	15.04	*	6.72
	Other	9	1.49	*	0.55
	Prefer not to say	30	4.96	*	0.00
	Total	605	100.00		100.00
The religion/belief of Stevenage Borough Council employees is broadly comparable to that of the Stevenage population.					
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>Sex</b>																					
Positive impact	In line with our policies we will aim to redeploy staff wherever possible to retain skills and experience regardless of sex.	Negative impact	n/a	Unequal impact	n/a																
Please evidence the data and information you used to support this assessment	<table border="1"> <thead> <tr> <th></th> <th>SBC Headcount</th> <th>SBC Percentage</th> <th>% of profile at risk</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>333</td> <td>55.04</td> <td>*</td> </tr> <tr> <td>Male</td> <td>272</td> <td>44.96</td> <td>*</td> </tr> <tr> <td>Total</td> <td>605</td> <td>100.00</td> <td></td> </tr> </tbody> </table> <p>Stevenage Borough Council currently has a slightly larger percentage of female employees and this is reflective of the Stevenage local community profile (ONS mid-2016 estimates: 49.30% residents male and 50.70% of residents female).</p>						SBC Headcount	SBC Percentage	% of profile at risk	Female	333	55.04	*	Male	272	44.96	*	Total	605	100.00	
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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	In line with our policies we will aim to redeploy staff wherever possible to retain skills and experience regardless of sexual orientation.	Negative impact	n/a	Unequal impact	n/a								
Please evidence the data and information you	<table border="1"> <thead> <tr> <th></th> <th>SBC Headcount</th> <th>SBC Percentage</th> <th>% of Profile</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						SBC Headcount	SBC Percentage	% of Profile				
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used to support this assessment				at risk	
	Bisexual	4	0.66	*	
	Gay Man	3	0.50	*	
	Heterosexual	499	82.48	*	
	Lesbian	2	0.33	*	
	Not Stated	83	13.72	*	
	Prefer not to say	14	2.31	*	
	Total	605	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?		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	n/a	Unequal impact	n/a
Please evidence the data and information you used to support		SBC Headcount	SBC Percentage	% of Profile at risk	
	Apprentice/Graduate	14	2.31	*	
	Grade 1	27	4.46	*	

<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.

All figures quoted are rounded to two decimal places



this assessment	Grade 2	59	9.75	*
	Grade 3	103	17.02	*
	Grade 4	87	14.38	*
	Grade 5	70	11.57	*
	Grade 6	96	15.87	*
	Grade 7	42	6.94	*
	Grade 8	28	4.63	*
	Grade 9	13	2.15	*
	Grade 10	25	4.13	*
	Grade 11	13	2.15	*
	Grade 12	17	2.81	*
	Chief Officer	11	1.82	*
	Total	605	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>			
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>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?

All figures quoted are rounded to two decimal places



Staff?	Business Unit review proposals will be subject to consultation with staff and Trade Unions in accordance with statutory requirements.	Residents?	N/A
Voluntary & community sector?	N/A	Partners?	N/A
Other stakeholders?	N/A		

## 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 and transparency and we will work with partners to ensure reasonable adjustments are in place 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?
Ongoing review as further detail becomes available.	All	SLT/HR&OD	Ongoing	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	HR&OD	Ongoing	Will form part of individual consultation meeting discussions
Consider whether any proposed redundancies include staff affected by pregnancy or maternity leave.	Remove and promote	SLT/HR&OD	Ongoing	Will form part of individual consultation meeting discussions
Continue to monitor the profile of the workforce through the production of regular workforce information.	Remove and promote	HR&OD/SLT	Ongoing	As part of routine workforce profile reporting arrangements



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