

## EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA) FORM

<b>Name of Function under consideration:</b>	Internal Audit and Health and Safety Team Review
<b>Is this Function 'Major', 'Minor yet likely to have a major impact' or 'Neither'</b>	Neither
<b>Date(s) of completing the EqIAA:</b>	1 October 2012 – 16 January 2013
<b>Name and job title(s) of person(s) completing the EqIAA:</b>	Rachel Foyle, Project Manager

### SECTION 1 – INTRODUCTORY INFORMATION

<b>1. What is the main purpose of the Function?</b>	<p>The project is required to deliver efficiency savings that will contribute to the Service Optimisation savings target of £1.6 million by 2015/6.</p>
<b>2. List the main activities of the Function:</b>	<p>This is a project that has been set up to review:</p> <ul style="list-style-type: none"> <li>• The management structure within the CECR Corporate Finance and Technology Division (and is limited to the following posts Transformation and Efficiency Manager, Internal Audit Manager, Insurance and Risk Manager and the Procurement Manager. The review will <b>not</b> look at management roles below those detailed above).</li> <li>• The Health and Safety Team structure and reporting lines</li> <li>• The Internal Audit Team structure</li> <li>• Vacant posts in the Internal Audit Team to identify short-term savings from budget underspend.</li> </ul>
<b>3. Who are the main beneficiaries of the Function?</b>	<p>Council tax payers through efficient use of council funds and resources.</p>
<b>4. How is the overall success of the Function measured?</b>	<p>Level of savings achieved.</p>
<b>5. What equality monitoring systems are in place to carry out regular checks on the effects of the Function on equality groups?</b>	<p>HR monitors equality related information in respect of staff (see section 14 for data).</p> <p>The Council workforce change procedure which has been equality impact assessed will be followed throughout.</p>

**6. What are your equality related performance indicators/measure of success for this Function?**

The measures of success are that no protected characteristic group experiences unfairness or discrimination, that the process used is transparent and that each individual staff member who may need support (e.g. because they need information in Braille or large print etc.) will be proactively identified and will receive this support to ensure their full inclusion in the process.

## SECTION 2 – INITIAL ASSESSMENT OF IMPACT

7.

Equality Group	Negative Impact	Positive Impact	No Impact	Unsure of Impact	Reason(s)*
Women/Girls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The data shows there is no disproportionate negative nor positive impact on any particular protected characteristic group.
Men/Boys	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lesbians, gay men & bisexuals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Transgender people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
White people (including Irish people)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Black or Black British people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
People of mixed heritage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chinese people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Travellers (gypsy/Roma/Irish heritage)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
People from other ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Physical impairment, e.g. mobility issues which mean using a wheelchair or crutches.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sensory impairment, e.g. blind/having a serious visual impairment, deaf/having a serious hearing impairment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mental health condition, e.g. depression or schizophrenia.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Long-standing illness or health condition, e.g. cancer, HIV, diabetes, chronic heart disease or epilepsy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other health problems or impairments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Older People	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children and Young People	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Faith Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**8. If you have indicated that there is a negative impact on any group, is that impact:**

**Legal?** Yes  No

**Intended?** Yes  No

**Level of impact** High  Low

**No negative impact has been identified:**

**9. Could you minimise or remove any negative impact - how?** (Enter N/A if no negative impact has been identified).

Not applicable

**10. Could you improve a positive impact of the Function - how?** (Enter N/A if no positive impact has been identified).

Not applicable

**11. If there is no evidence that the Function promotes equality of opportunity or improved relations, could it be adapted so that it does - how?** (Enter N/A if appropriate).

Not applicable

**12. Any other relevant notes:**

None

## **SECTION 3 – CONSULTATION & RESEARCH IN RELATION TO THE EqIAA**

**13. What consultation has been conducted with groups and individuals from groups likely to be affected as well as staff, and what evidence has this provided about equalities impact?**

Consultation has been conducted as part of this review. All staff will be included using communication methods that meet their individual needs.

**14. What relevant research (data, reports, expert opinion etc.) has been conducted and what evidence has this provided about equalities impact?**

Numbers of staff within scope:

Management review – 3 members of staff – # female

Details captured by HR:

# white British

# disabled

Internal Audit restructure – 9 members of staff – # female, # male

Details captured by HR:

# white British

# disabled flag

Health and Safety Team restructure – 4 members of staff – # female, # male

Details captured by HR:

# white British

# 65+ group

**15. What contributions does your function/activity make towards promoting community cohesion?**

Not applicable

## SECTION 4 – OUTCOMES

16. The evidence that has been collected under Sections 1, 2 and 3 of this form will need to feed into the decision making process regarding changes to be implemented before any final decisions are taken. There are four possible outcomes of this EqlAA – indicate which outcome below with the reasons and justification for this.

Outcome	Your response	Reason(s) and Justification
<b>Outcome 1:</b> No major change required.	<input checked="" type="checkbox"/>	The Council workforce change procedure which has been equality impact assessed will be followed throughout.
<b>Outcome 2:</b> Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
<b>Outcome 3:</b> Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
<b>Outcome 4:</b> Stop and rethink.	<input type="checkbox"/>	

### 17. List the actions you will take as a result of this EqlAA.

Action has been taken to ensure staff receive timely communication and that alternative options for communicating are made available.

Prior to issue of the formal consultation paper staff briefings have been provided in written format – June, July and September 2012. The briefing notes provide contact details of the project manager and ask staff to contact her if they require further information.

In addition members of the project team have attended team meetings to enable staff to verbally raise queries.

Internal Audit/ Health and Safety Team meetings – 12 June 2012 and 6 September 2012

Transformation and Efficiency Team meetings – 19 July 2012 and 26 September 2012

Insurance and Risk Management Team – no formal attendance at meetings but team manager is also project team member.

The Internal Audit and Health and Safety Team staff were all invited to attend group meetings to provide information to support the project team to develop proposals. In addition to group meetings all staff were given the opportunity to meet with a project team member on a one to one basis or provide feedback by telephone/ email.

Those managers holding positions in scope of the management restructure were met on a one to one basis by the service lead to enable them to provide feedback on proposals.

The consultation paper was issued to staff and the Trade Unions on 2 October 2012. In addition to receiving the consultation in a written report staff have been invited to contact the Project Manager or HR Business Lead if they have any queries or require further information.

Staff placed at risk following the consultation will be offered one to one formal consultation meetings.

## SECTION 5 – EqIAA EVIDENCE

18. List and attach the evidence you have which shows how you have systematically considered equality impact.

Staff equalities data

Workforce change procedure

Consultation feedback