

EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA) FORM

Name of Function under consideration:	Environmental Health Operational restructure, incorporating both Environmental Health and Private Sector Housing Service Reviews
Is this Function 'Major', 'Minor yet likely to have a major impact' or 'Neither'	Neither
Date(s) of completing the EqIAA:	31 st December 2014 – 5 th March 2015
Name and job title(s) of person(s) completing the EqIAA:	T&E Project Manager

SECTION 1 – INTRODUCTORY INFORMATION

1. What is the main purpose of the Function?

The projects have been established to deliver target efficiency savings of £293k (2015/16) and £458k annually thereafter that will contribute to the Council Savings Programme within the Environment and Community Services department.

2. List the main activities of the Function:

Following appropriate consultation with the Public the Communities Committee took the decision to terminate our contract with WEC&R, increase some charges for services and to reduce or cease various other services across the service function on 27th January 2015.

The Environmental Health Services within the Safe and Strong Communities division of the Environment and Community Services Department, will continue to provide various discrete services within the following areas:

- Environmental Protection
- Food
- Health & Safety
- Private Sector Housing

The aim of this project is to ensure a cost effective and commercially aware operational structure is in place that will meet the needs of the revised profiles of services to be delivered in the future.

Please refer to the staff and trades unions consultation report for more details regarding changes to services and the proposals for change to the operating structure to reflect the changes in service delivery.

As part of workforce change procedures role profiles will be have been drawn up for the whole of the Environmental Services teams, with the intention to harmonise job titles and grades.

3. Who are the main beneficiaries of the Function?

Generally council tax payers through efficient use of council funds and resources, as well as maintaining the local environment through various services providing environment protection, food safety, pest control and health & safety. Specifically, residents that require and qualify for adaptations via the DFG. Again full details can be found in the relevant Communities Committee reports by referring to agenda items 11 and 19 within the following committee papers:

<http://moderngov/ieListDocuments.aspx?CIId=408&MIId=6819&Ver=4>

4. How is the overall success of the Function measured?

Level of savings achieved. No adverse impact of current functions and statutory services maintained.

5. What equality monitoring systems are in place to carry out regular checks on the effects of the Function on equality groups?

HR monitors equality related information in respect of staff (see section 14 for data).

The Council workforce change procedure which has been equality impact assessed will be followed throughout.

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.

Consultation completed to date

Formal consultation with the public was carried out between 1st August 2014 and 10th October 2014 regarding proposals to reduce Private Sector Housing services, public consultation for reduced Environmental Health services was not required.

Various ad-hoc progress update meetings at team meetings during first stage of the project to review and reduce services and the possible impact on the operational structure going forward.

Staff Briefings (copied to Trades Unions)

11.3.15 – face to face briefing and full consultation report to mark the beginning of formal consultation with Trades Unions and in-scope staff.

10.4.15 – Consultation ends

Individual Consultation Meetings, where required, will also be carried out during the above consultation period.

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:

Equality Group	Number	% in scope	ECS department population (2012/13)	SGC workforce population (2012/13)
Male	21	45.60%	48.85% (446)	33.7% (868)
Female	25	54.30%	51.15% (467)	66.3% (1711)
White British	34	73.90%		78.3% (2020)
Non White British	#	4.34%		6.3% (162)
Ethnicity not known	#	17.39%		15.4 (397)
Disabled	#	2.17%		4.1% (106)
65+	0	0.00%		2.9% (76)

NB. Where less than 10, numbers are replaced with a # symbol to allow for confidentiality.

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

Not applicable

SECTION 4 – OUTCOMES

16. There are four possible outcomes of this EqIAA:

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

17. Actions to be taken as a result of this EqIAA.

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

Throughout the review we have and will consult with staff, trade unions and appropriate stakeholders to ensure the impact of any change on a protected characteristic group is thoroughly considered. Any feedback received will be included in a consultation response summary to be considered by the Director of Environment and Communities makes his decision.

SECTION 5 – EqIAA EVIDENCE

18.

- Staff equalities data
- The council's [workforce change procedure](#)
- Consultation feedback
- HR data relating to staff in scope of the review (provided by HR lead 26/02/2015)
- The council's [Annual Equalities Report 2012/13](#)