

# HUMAN RESOURCES EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

## INTRODUCTORY INFORMATION

<b>Name of Function under consideration:</b>	Workplace Relocation Policy and Procedure
<b>Date(s) of completing the EqIAA:</b>	12/06/2012
<b>Name and job title(s) of person(s) completing the EqIAA:</b>	Zoe Pritchard, HR Advisor

## SECTION 1 – IMPACT AND ANALYSIS

**1. Considering all aspects of this Function, state what issues have an impact on equalities and why.**

The purpose of the Workplace Relocation Policy and Procedure is to ensure that relocation of staff to a new work base is handled consistently and fairly across the council.

The policy has been written in accordance with the RNIB's Clear Print guidelines e.g. colour contrasts, text alignment, font size – actions are noted later in this form.

Negative equality impacts could be for disabled staff, or staff with caring responsibilities (of which the larger majority tends to be female employees) who may be penalised by a move to a workplace further away from their home than their current place of work. Some disabled employees may use transport which is funded by Access to Work which may need to be readjusted when a workplace relocation occurs. There could also be negative impacts on travellers as if they do not have one full time site for their home address, they may find it difficult to prove the difference in mileage when a workplace relocation happens. Some staff may be advantaged by the move if the workplace moves nearer to their home address. The procedure details discussions to take place in order that full consideration is given to individual circumstances and adjustments to roles are made i.e. home working, changing hours, flexible working, or redeployment.

**2. What data does the council have internally that links to this Function and what does it tell us about equalities impact?**

The 2012 Staff Survey will produce data that will enable us to analyse protected group's satisfaction levels on how change is managed within the organisation and the open comments box encourages staff to provide additional detail on the issues that impact on them. These results and the feedback given will translate into departmental action plans and so if any evidence regarding equalities impact is identified this will be incorporated into these plans and the policy will be updated as necessary. The 2012 staff survey asks a different set of questions from previous surveys but we have retained questions that will enable us to compare and identify trends in staff engagement levels and change management broken down by protected groups.

Records of staff requiring redeployment due to workplace relocation are available and we could look at equalities data for these individuals.

**3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?**

Consultation was conducted with the Health & Safety Manager, ICT and HR Professionals, and Trade Unions. The procedure discusses options to consider when the move presents significant difficulties for individuals, including rights for redeployment.

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

Consideration of guidance around legislative requirements i.e. ACAS, Business Link websites and best practice was taken into account. This affirmed that the Workplace Relocation Policy meets and exceeds legislation and best practice (council contracts have a mobility clause so we do not have to pay relocation expenses, the relocation allowance therefore demonstrates the councils reasonableness in supporting employees with a move). No evidence was provided about equalities impact.

**5. Any other relevant notes?**

## SECTION 2 – OUTCOMES

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

Outcome	Response	Reason(s) and Justification
<b>Outcome 1:</b> No major change required.	<input checked="" type="checkbox"/>	This EIA has not identified any changes to the policy due to an equalities impact. Some formatting amendments will be made to ensure the document is accessible.
<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"/>	

7. List the actions you will take as a result of this EqIAA.

Check the document is accessible i.e. formatting, font and text size, alignment, colour contrast of logo, full stops at the end of bullet points etc.

An EqIAA of the Workplace Relocation Policy will be completed annually but will be subject to change at any time if an equalities impact is identified that requires action.

## SECTION 3 – EqIAA EVIDENCE

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

Direct Gov:

[http://www.direct.gov.uk/en/Employment/Employees/EmploymentContractsAndConditions/DG\\_10028541](http://www.direct.gov.uk/en/Employment/Employees/EmploymentContractsAndConditions/DG_10028541)

RNIB Clear Print Guidelines

Staff Survey 2009 and Your Staff Survey 2012

Workplace Relocation Equality Impact Assessment January 2010