

Equality Impact Assessment of the Strategic Communications and Emergency Planning Review

EqIAA section/ chapter	Explanation of key contents																																
Section 1 - Introduction	<p>The council's £36million savings programme was approved by full Council on 19 February 2014. To support the programme it is important that as the council changes shape over the next six years, that the key support and professional services provided within CECR change to reflect the organisation it is supporting. All teams within CECR are required to contribute towards the savings programme. As part of CECR the Strategic Communications Team and EPU have a savings target of £320k profiled as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>2014/15</th> <th>2015/16</th> <th>2016/17</th> <th>2017/18</th> <th>2018/19</th> <th>2019/20</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Strategic Comms</td> <td>£34k</td> <td>£140K</td> <td>£15K</td> <td>£46K</td> <td>£35K</td> <td>Nil</td> <td>£270K</td> </tr> <tr> <td>Emergency Planning</td> <td>Nil</td> <td>£50K</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>£50K</td> </tr> <tr> <td>Total</td> <td>£34K</td> <td>£190K</td> <td>£15K</td> <td>£46K</td> <td>£35K</td> <td>Nil</td> <td>£320K</td> </tr> </tbody> </table> <p><u>Scope of the review:</u></p> <p>The project will look to make recommendations for the 2014/5 and 2015/6 savings whilst providing a direction of travel for future savings. It will include:</p> <ul style="list-style-type: none"> • All activities (permanent staff, processes and systems) responsible for the end to end communication process. This includes the following areas: <ul style="list-style-type: none"> ○ External communications/media ○ Internal communications ○ Marketing ○ Digital communications ○ Design ○ Emergency planning functions including related posts situated outside of CECR • The budget of the Strategic Communications Team and the Emergency Planning Unit. <p><u>Objectives of the review</u></p> <ul style="list-style-type: none"> • Deliver targeted efficiency savings of £320k to contribute to a balanced Medium Term Financial Plan (MTFP) for the council. • To ensure the Strategic Communications and Emergency Planning services are organised in a way that meets the anticipated future service demands in the medium-term and reflect the changed shape of the organisation in the longer term. • To restructure the Communications Team to support the realignment of council communications activity towards digital channels in line with the Government's thrust for 'digital by default', the council communications strategy, and outcomes of the publications review. • To investigate proportionate alternate funding mechanisms and delivery models for the Emergency Planning Service. 		2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	Total	Strategic Comms	£34k	£140K	£15K	£46K	£35K	Nil	£270K	Emergency Planning	Nil	£50K	Nil	Nil	Nil	Nil	£50K	Total	£34K	£190K	£15K	£46K	£35K	Nil	£320K
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Throughout the review due care will be taken to ensure:

- no protected characteristic group experiences unfairness or discrimination
- the process is transparent. Individual staff members who may need additional support to ensure full inclusion in the process will be proactively identified and appropriate support provided.
- the process is driven by the workforce change procedure which has undergone a robust EqIA.

Effective equality monitoring systems are in place and HR monitors equalities related information in respect of staff. Section 2 of this EqIAA includes the monitoring of staff within scope of this review to enable the identification of any equalities issues emerging.

Section 2 – Research and Consultation

A project initiation document (PiD) was drafted in May 2014 and shared with the project board (CECR DMT), staff in scope of the review, trade unions and the operational managers group for comment. The final version of the PiD was updated in June 2014 to reflect feedback received.

There are 18 staff within scope of this review:

Protected Characteristic	Number	% in scope	CECR department population (2012/13) %	SGC workforce population (2012/13) %
Male	10	56%	33.6	28.2
Female	8	44%	66.4	71.8
White British	17	94%		85.4
Ethnicity not known	1	6%		9.3
Disabled	0	0%		4.3
Non-Disabled	15	83%		83.5
Not declared	3	17%		12.2
Under 20	0	0%		0.3
20- 29	2	11%		7.2
30 - 39	5	28%		17.9
40 - 49	8	44%		32.3
50 - 59	3	17%		31.07
60 - 64	0	0%		7.8
65+	0	0%		3.5

The table shows that, in comparison to the council workforce the team of staff in scope of this review has a slightly younger age profile than the council as a whole and a higher proportion of males when compared to council workforce data. Considering the types of roles in scope, these profiles appear to be consistent with UK profiles.

As previously noted, all individuals will be provided with appropriate support to meet their individual needs throughout the implementation of the workforce change procedure.

During September 2013 a workshop was held for staff working in the communications team to identify opportunities to support change and service improvement. The information gathered was revisited in May 2014 and staff given an opportunity to update/ amend their feedback to be considered as part of this review.

Further staff workshops have been held as part of this review:

	<ul style="list-style-type: none"> • 21 May 2014 – workshop held for the communications team to identify potential income generating opportunities. • 2 June 2014 – workshop held for the emergency planning unit to identify potential income generating/ saving opportunities and their ease of implementation. <p>Once developed proposals will be reviewed with the project board (CECR DMT) and then subject to a 45 day consultation period with staff, trade unions and appropriate stakeholders.</p>															
<p>Section 3 – Identification and analysis of equalities issues and impacts</p>	<p>The review is likely to make recommendations that will result in posts within scope of this review being deleted or reduced in number. To ensure no disproportionate impact on a ‘protected characteristic’ group (whether or not declared):</p> <ul style="list-style-type: none"> • the council workforce change procedure, which itself has been equality impact assessed, will be followed throughout the review. • HR will monitor equality related information in respect of staff in scope of the review. <p>The review is also likely to make recommendations relating to income generation, for example trading opportunities. In considering these opportunities due consideration will be paid to any impact on a protected characteristic group and appropriate action taken as a result.</p> <p>Leading up to and during the consultation period we will ensure all staff in scope of the review are supported to be able to provide feedback on the proposals. To support this process all staff will be invited to attend group consultation sessions and will be offered individual sessions upon request. Support will continue post decision to ensure affected staff receive support tailored to their individual needs.</p> <p>To ensure focus is maintained to give all staff in scope equality of access to information, a standard agenda item has been added to all project team meetings. During this agenda item the project team will consider the welfare of staff and identify additional support that may be required.</p>															
<p>Section 4 - EqIAA Outcome</p>	<table border="1"> <thead> <tr> <th data-bbox="287 1366 635 1400">Outcome</th> <th data-bbox="635 1366 805 1400">Response</th> <th data-bbox="805 1366 1428 1400">Reason(s) and Justification</th> </tr> </thead> <tbody> <tr> <td data-bbox="287 1400 635 1467">Outcome 1: No major change required.</td> <td data-bbox="635 1400 805 1467" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="805 1400 1428 1467"></td> </tr> <tr> <td data-bbox="287 1467 635 1646">Outcome 2: Adjustments to remove barriers or to better promote equality have been identified.</td> <td data-bbox="635 1467 805 1646" style="text-align: center;"><input checked="" type="checkbox"/></td> <td data-bbox="805 1467 1428 1646">Analysis of HR data and engagement with staff has identified individual needs that will be met through the course of the review by making appropriate adjustments to ensure equality of access to the review process for all.</td> </tr> <tr> <td data-bbox="287 1646 635 1825">Outcome 3: Continue despite having identified potential for adverse impact or missed opportunities to promote equality.</td> <td data-bbox="635 1646 805 1825" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="805 1646 1428 1825"></td> </tr> <tr> <td data-bbox="287 1825 635 1892">Outcome 4: Stop and rethink.</td> <td data-bbox="635 1825 805 1892" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="805 1825 1428 1892"></td> </tr> </tbody> </table>	Outcome	Response	Reason(s) and Justification	Outcome 1: No major change required.	<input type="checkbox"/>		Outcome 2: Adjustments to remove barriers or to better promote equality have been identified.	<input checked="" type="checkbox"/>	Analysis of HR data and engagement with staff has identified individual needs that will be met through the course of the review by making appropriate adjustments to ensure equality of access to the review process for all.	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"/>	
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<p>Section 5 – Actions to be taken as a</p>	<p>Throughout the review we 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</p>															

result of this EqIAA	response summary to be considered by the Director of CECR before making his decision.
Section 6 – Evidence informing this EqIAA	<p>Sources of information:</p> <ul style="list-style-type: none"> • the council's workforce change procedure • HR data relating to staff in scope of the review (provided by HR lead 11.6.14) • the council's Annual Equalities Report 2012/13