

## EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA) FORM

<b>Name of Function under consideration:</b>	Finance 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>	7 March 2013 – 31 December 2013
<b>Name and job title(s) of person(s) completing the EqIAA:</b>	Rachel Foyle, Project Manager

### SECTION 1 – INTRODUCTORY INFORMATION

**1. What is the main purpose of the Function?**

The project has been established to deliver target efficiency savings of £300k that will contribute to the Service Optimisation work stream "Impact of change on support services in CECR" which has an overall savings target of £500k.

**2. List the main activities of the Function:**

This is a project that has been set up to review the Finance Service. The scope of the project is as follows:

- All teams (staff, processes and systems) within the central Finance Service (59.7 FTE), including a review of their current functions, ways of working and processes - to ensure their best fit with the council's target operating model.
- CaTS staff (1.4 FTE) completing finance related work – this work concerns purchase ordering, budget monitoring, housing benefit subsidy, iWorld system data analysis and provides the first point of contact for external audit in this area of work and government reporting.
- School Finance Staff (2 FTE) – these roles cover work on the schools' formula calculation and allocation, schools' elements of the DSG and have a strategic role in alerting if schools experience any potential budget problems. This is an area of work which is being impacted by the government's changing funding for schools and growing number of academies.

As well as identifying savings the review will also work with the finance teams and service areas to agree standard information requirements.

As part of workforce change procedures role profiles will be drawn up for the above teams, the intention will be to harmonise job titles and grades.

The recommendations, closure report and subsequent internal audit report of the finance service review conducted in 2010/11 will be considered as part of this review.

**3. Who are the main beneficiaries of the Function?**

Council tax payers through efficient use of council funds and resources and service users.

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

Level of savings achieved and service improvements made.

**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. Use the following table to indicate where you think that the Function could have a negative impact on any of the following groups (i.e. it could disadvantage them), where you think that the Function could have a positive impact on any of the groups and contribute to promoting equality of opportunity or improving relations with equality groups, where you think there is no impact or where you are unsure of impact.

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 for 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?**

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

#### Main activity completed to date

#### **Staff Briefings (copied to Trades Unions)**

10.1.13 – face to face briefing and briefing note explaining start of review

21.2.13 – face to face briefing and briefing note explaining PID consultation and staff drop in sessions.

April 2013 – staff briefing note issued

July 2013 – staff briefing note issued

2.8.13 – face to face briefing with Principal Accountants

12.8.13 – face to face briefing with CC&H finance team

14.8.13 – face to face briefing with CYP finance team

20.8.13 – face to face briefing with ECS finance team

22.8.13 – face to face briefing with CECR/Corporate finance team

#### **Draft PID – issued for comment**

13.2.13 – Strategic Finance Managers

18.2.13 – Challenge and Support Board

19.2.13 - COMT

21.2.13 – 8.3.13 All Finance staff and Trades Unions

21.3.13 – 22.3.13 Final version of PID issued to staff and Trades Unions

#### **Data gathering – to assist with development of proposals**

8.1.13 – Principal accountants workshop to identify opportunities

January 2013 – All Finance staff requested to complete task analysis

6, 7 and 8 March – staff ‘drop in’ sessions provided for all Finance staff

14.3.13 – Principal accountant meeting to review task analysis

19.3.13 – 21.3.13 – ‘drop in’ sessions held for budget holders

#### **Proposals (prior to formal consultation)**

July 2013 – Director of CECR/ Section 151 officer to refine proposals

29.7.13 – Challenge and Support Board (electronic issue of proposals for comment and challenge)

5.8.13 – face to face briefing with Trades Unions

#### **Proposals (formal consultation)**

6.8.13 – Proposal paper issued to staff and trades unions for a 30 day formal consultation period.

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

There are 66 staff (63.1 FTE) within scope of the Service Optimisation Finance Review. All have been provided with the opportunity to participate in the consultation of the review proposals. For those staff identified as being on leave (sick, maternity and holiday) a copy of the consultation report was sent to their home address with a letter of explanation. Any queries arising have the opportunity to be raised via staff briefings, one to one conversations and via email.

**Staff within scope of the review**

- Total number = 66
- 48 female and 18 male
- 1 employee is over the age of 65
- 4 employees have declared a disability
- Ethnicity of staff – 2 White Other; 1 Asian/Asian British – Indian, 1 Black/ Black British - Caribbean; 1 Mixed/Multiple Ethnic Groups - White & Asian, 57 White – English/Welsh/Scottish/Northern Irish/British, 1 Other Ethnic Group and 3 not declared.

<b>Group</b>	<b>Staff within scope of the Review</b>	<b>South Gloucestershire Council profile</b>
<b>Female</b>	72.72%	71.8%
<b>Male</b>	27.27%	28.2%
<b>65+</b>	1.5%	3.5%
<b>White – English/Welsh/Scottish/Northern Irish/British</b>	86.36	85.4%
<b>BAME</b>	9.0%	5.3%
<b>Disabled</b>	6.0	4.3%
<b>Non-Disabled</b>	94%	83.5%

This profile shows that the diversity make-up of those in scope of the review broadly reflects the make-up of the wider employee population of the Council. Hence, no disproportionate negative nor positive impact for any particular protected characteristic group has been identified. Additionally, the identification of all staff enables communication methods to meet individual needs.

**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.

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.  There is no disproportionate negative impact for any particular protected characteristic group
<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 EqIAA. These actions must be:**

- Clearly planned using the action planning template shown at the end of this form, **OR**
- Clearly planned by adding the actions stated here to an action plan which you already have in place.

Action is taken on an ongoing basis to ensure staff receive timely communication and that alternative options for communicating are made available.

## **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

Feedback from face to face meetings detailed in part 13 above (clarity given on part time working arrangements and their appointment-workforce change)

Feedback from union consultation 5.8.13 (ringfencing proposals amended and widened)

Consultation feedback