

Equality Impact Assessment Form (Restructure and Reorganisations)

This equality impact assessment form should be completed by the Project lead for service reviews and organisation redesigns that potentially could have an impact on the workforce. Further details on how to complete this form can be found in the [Workforce Equality Impact Assessment Guidance](#).

The Equality Impact assessment should be undertaken prior to finalising the business case for any initiative or change programme and included as appendix to the business case.

A review of the initial assessment should be undertaken post consultation (if applicable) and after the implementation of the initiative/reviews or restructure.

Please speak to your People Consultant to obtain the appropriate equalities workforce data for your restructure to complete section 2 of this form.

1. Objectives of the proposal and scope of the assessment:

Proposal objectives: –what you want to achieve –intended outcomes –purpose and need	The realign the portfolios of the executive directors to ensure greater alignment between the people and strategy agendas, to reduce the CEO's span of control and contribute towards overall staff savings targets (SLMP review), ensuring the CLT lead by example
Internal Stakeholders: List all other functions/services outside your service area that will be impacted by this change?	People and Transformation EIPH CEO Office CS

2. Workforce Analysis against the nine protected characteristics

The table below provides a breakdown of the affected staff group by Age including a comparison to the overall council and community profiles:

Age	No. of affected staff	% of Affected Profile	Council Profile	Community profile
65+				
60-64				
55-59	3	37.5%		

Age	No. of affected staff	% of Affected Profile	Council Profile	Community profile
50-54	2	25%		
45-49	3	37.5%		
40-44				
35-39				
30-34				
25-29				
20-24				
15-19				
Prefer not to say				

The table below provides a breakdown of the affected staff group by disability including a comparison to the overall council and resident profiles:

Disability	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Yes	0	0%		
No	4	50%		
Prefer not to say	1	12.5%		
Unknown	3	37.5%		

The table below provides a breakdown of the affected staff group by Gender Identity including a comparison to the overall council and resident profiles:

Sex/Gender	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Agender				
Bigender				
Female	4	50%		
Gender fluid				
Male	4	50%		
Pangender				
Prefer not to say				
Prefer to self-describe				
Transgender				

Sex/Gender	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Unknown				

The table below provides a breakdown of the affected staff group by Gender including a comparison to the overall council and resident profiles:

Sex/Gender	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Female	4	50%		
Male	4	50%		

The table below provides a breakdown of the affected staff group by Sexual Orientation including a comparison to the overall council and resident profiles:

Sexual Orientation	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Asexual				
Bisexual				
Gay man				
Heterosexual/straight				
Lesbian/gay woman				
Pan Sexual				
Prefer not to say				
Prefer to self-describe				
Transgender				
Skoliosexual				
Unknown	8	100%		

The table below provides a breakdown of the affected staff group by Ethnicity including a comparison to the overall council and resident profiles:

Ethnicity	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Asian or Asian British - Bangladeshi				
Asian or Asian British - Chinese				
Asian or Asian British - Indian				
Asian or Asian British - Pakistani,				
Asian or Asian British - Other				
Black or Black British - African				
Black or Black British - Caribbean	1	12.5%		
Black or Black British - Other				
Mixed – Other				
Mixed – White and Asian				
Mixed – White and Black African				
Mixed – White and Black Caribbean				
Other				
Other - Arab				
Prefer not to say	1	12.5%		
White British	4	50%		
White - Gypsy or Irish Traveller				
White Irish				
White Other				
Unknown	2	25%		

The table below provides a breakdown of the affected staff group by Religion including a comparison to the overall council and resident profiles:

Religion	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Buddhist				
Christian				
Hindu				
Jewish				
Muslim				
No religion				
Other				
Prefer not to say				
Sikh				
Unknown	8	100%		

The table below provides a breakdown of the affected staff group who are pregnant or on maternity leave:

Pregnant and/or maternity leave	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Yes				
No	8	100%		
Prefer not to say				

The table below provides a breakdown of the affected staff group by marital status including a comparison to the overall council:

Marriage & civil partnership Status	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Civil partnership				
Common-law				
Divorced				
Domestic Partner				
Legally Separated				
Living together				
Married	6	75%		
Not Married				
Prefer not to say				
Separated				
Single				

Marriage & civil partnership Status	No. of affected staff	% of Affected Profile	Council Profile	Community profile
Unknown	2	25%		
Widow				
Widow with surviving Pension				

The following protected characteristic are not recoded by the council:

- *Gender reassignment (gender is or is not the same as the sex recorded on their birth certificate when they were born)
- *Carer responsibilities is not recorded in oracle*

3. Analysis of Impact (delete and amend text where appropriate)

Protected characteristic	<u>Potential for negative impact</u>	What reasonable mitigation can you propose?
Age	No negative impact identified	
Disability Including Learning Disability	No negative impact identified	
Race/Ethnicity		<i>Evaluate all feasible alternatives as part of consultation process. Accelerate progress on representative leadership courses building on success of WiL programme</i>
Gender reassignment	Do not record the data in ECC	
Pregnant and/or on maternity leave	No negative impact identified	
Religion or belief	No negative impact identified	
Sex/Gender	No negative impact identified	
Sexual orientation	No negative impact identified	
Marriage & civil partnership Status	No negative impact identified	
Carers Responsibilities	Do not record the data in ECC	

4. Gap Analysis

Gaps identified Do you need to collect more data/information or carry out consultation ? How will you make sure your consultation is accessible to those affected?	<i>No further data required due to size of population impacted by proposed changes</i>
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5. Other Impact

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing or other groups of staff across the council. You may wish to speak to your People Business Partner for advice or direct they may direct you to another an appropriate subject matter lead.

What is the potential impact of other groups of staff across the council?	Impact on executive sponsorship of womens network and EDEN network
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6. Conclusion

	Select one conclusion of your analysis	Give details
<input type="checkbox"/>	No equality impacts identified – No change required to proposal.	
<input type="checkbox"/>	Minimal equality impacts identified – Adverse impacts have been identified but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how several decisions impact on equality.	Adverse impacts identified and incorporated into programmes of work on representative leadership across the council. No suitable alternative options identified at this stage
<input type="checkbox"/>	Potential equality impacts identified – Take ‘mitigating action’ to remove barriers or better advance equality.	

	Select one conclusion of your analysis	Give details
	<ul style="list-style-type: none"> Complete the action plan in the next section. 	
<input type="checkbox"/>	Major equality impacts identified <ul style="list-style-type: none"> Stop and remove the policy The adverse effects are not justified, cannot be mitigated, or show unlawful discrimination. Ensure decision makers understand the equality impact. 	

7. Evaluation Decision Options

1. No barriers or impact identified; therefore, activity will **proceed**.
2. You can decide to **stop** the change programme or practice at some point because the evidence shows bias towards one or more groups
3. You can **adapt or change** the change programme in a way which you think will eliminate the bias, or
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the change programme or practice (for example in **extreme cases** or where **positive action** is taken). Therefore, you are going to **proceed with caution** with your approach knowing that it may favour some people less than others, providing justification for this decision.

In most cases, where disproportionate disadvantage is found by carrying out EIAs, policies **and practices are usually changed or adapted**. In these cases, or when **a change has been** justified you should consider making a record on the project risk register.

8. Action plan

Issue or opportunity identified relating to: <ul style="list-style-type: none"> Mitigation measures Further research Consultation proposal Monitor and review 	Action proposed	Officer Responsible and target date
<i>Monitor and review</i>	<i>Evaluate and discuss alternative options as part of consultation process</i>	<i>Alison Woods</i>

Issue or opportunity identified relating to: <ul style="list-style-type: none"> – Mitigation measures – Further research – Consultation proposal – Monitor and review 	Action proposed	Officer Responsible and target date

The assessment has been reviewed and signed off by:

Service Lead:

Alison Woods, on behalf of Gavin Jones

Date: 19/12/2023

HR/Equality, Diversity, and Inclusion Lead:

Ellen Clark

Date: 16/01/2024