

# Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

## 1. RESPONSIBILITY

<b>Department</b>	All	
<b>Service</b>	HR/OD	
<b>Proposed policy</b>	HR/OD Review and Restructure	
<b>Date</b>	25 June 2019	
<b>Officer responsible for the 'policy' and for completing the equality analysis</b>	<b>Name</b>	Tracy Murphy
	<b>Post Title</b>	Assistant Director for Resources and Regulation (HR/OD)
	<b>Contact Number</b>	0161 253 7775
	<b>Signature</b>	
	<b>Date</b>	

## 2. AIMS

<b>What is the purpose of the policy/service and what is it intended to achieve?</b>	The HR/OD Services across the Council are being reviewed and restructured. The aim is to bring them together in one team within the Corporate Core and ensure that they provide an effective service which will meet the future needs of the Council.
<b>Who are the main stakeholders?</b>	HR/OD employees Senior leaders Elected members Employees and managers across the Council Trade Unions Schools

### 3. ESTABLISHING RELEVANCE TO EQUALITY

**3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics.**

**If you answer yes to any question, please also explain why and how that group of people will be affected.**

<b>Protected equality characteristic</b>	<b>Positive effect (Yes/No)</b>	<b>Negative effect (Yes/No)</b>	<b>Explanation</b>
Race	No	No	All services traditionally delivered by the HR/OD teams will continue to be delivered by the Council. No equality related impacts have been identified in respect of the changes affecting employees.
Disability	No	No	As above
Gender	No	No	As above
Gender reassignment	No	No	As above
Age	No	No	As above
Sexual orientation	No	No	As above
Religion or belief	No	No	As above
Caring responsibilities	No	No	As above
Pregnancy or maternity	No	No	As above
Marriage or civil partnership	No	No	As above

**3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.**

<b>General Public Sector Equality Duties</b>	<b>Relevance (Yes/No)</b>	<b>Reason for the relevance</b>
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	No	All services traditionally delivered by the HR/OD teams will continue to be delivered by the Council. No equality related impacts have been identified in respect of the changes affecting employees.
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	No	All services traditionally delivered by the HR/OD teams will continue to be delivered by the Council. No equality related impacts have been identified in respect of the changes affecting employees.
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	No	All services traditionally delivered by the HR/OD teams will continue to be delivered by the Council. No equality related impacts have been identified in respect of the changes affecting employees.

**If you answered 'YES' to any of the questions in 3a and 3b**

**Go straight to Question 4**

**If you answered 'NO' to all of the questions in 3a and 3b**

**Go to Question 3c and do not answer questions 4-6**

**3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.**

As stated above, the Council will continue to deliver all services traditionally offered by the HR/OD teams, so service users will not be affected in terms of what is offered to them. Services may be delivered in a different way, but we have not identified any equality related impact of such changes.  
The restructure will affect our HR/OD staff, but we have been unable to identify any equality related impacts.

**4. EQUALITY INFORMATION AND ENGAGEMENT**

**4a.** For a service plan, please list what equality information you currently have available (including a list of all EAs carried out on existing policies/procedures/strategies),  
**OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

<b>Details of the equality information or engagement</b>	<b>Internet link if published</b>	<b>Date last updated</b>

**4b.** Are there any information gaps, and if so how do you plan to tackle them?

## 5. CONCLUSIONS OF THE EQUALITY ANALYSIS

<b>What will the likely overall effect of your policy/service plan be on equality?</b>	
<b>If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?</b>	
<b>Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.</b>	
<b>What steps do you intend to take now in respect of the implementation of your policy/service plan?</b>	

## 6. MONITORING AND REVIEW

**If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.**

**COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO YOUR DEPARTMENTAL EQUALITY REPRESENTATIVE FOR RECORDING.**