

# 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 services	
<b>Service</b>	All services	
<b>Proposed policy</b>	HRA/Cabinet Report: Corporate Restructure Proposals	
<b>Date</b>	13 <sup>th</sup> January 2020	
<b>Officer responsible for the 'policy' and for completing the equality analysis</b>	<b>Name</b>	Lynne Ridsdale
	<b>Post Title</b>	Deputy Chief Executive
	<b>Contact Number</b>	0161 253 5002
	<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>	<p>This report proposes the final changes to organisation structure which was proposed on 23 September 2019 as a basis for consultation, including:</p> <ul style="list-style-type: none"> <li>• a single four-departmental structure across the Council and CCG incorporating a common Corporate Core, alongside establishing One Commissioning Organisation</li> <li>• the realignment of teams within the new structure, to better support strategic objectives</li> <li>• associated savings from senior management costs, to maximise efficiency</li> </ul>
<b>Who are the main stakeholders?</b>	<p>All staff across the Council and CCG in terms of proposed single 4-departmental structures plus OCO Particular staff whose roles are referenced in the report Elected members Trade Unions</p> <p>The proposals result in some restructuring primarily of corporate core 'back office' functions rather than direct delivery of services to the public. There are a number of 'internal customers' which would experience change, such as having a corporate support function rather than departmental.</p>

### 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.**

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	No	No	<p>The proposals relate to the structuring of staff across the organisation and in particular the senior management structure for Business Growth and Infrastructure; the Department for Corporate Core Services and the One Commissioning Organisation, note for the latter this is in relation to management structure rather than the services commissioned at this point. No equality related impacts have been identified in respect of the changes affecting employees.</p> <p>The equality profile of staff affected by these proposals is consistent with the demography of the council. No disproportionate impacts on particular groups have been identified.</p> <p>A positive effect overall with be centralising work on equalities into the Corporate Core for greater alignment with policy development, so the equalities agenda will be at the heart of strategic planning.</p> <p>In addition, although no identified impact the organisation is proactively supporting staff in 'working well through change' including support on personal wellbeing through the intranet, face-to-face training and the Live Better Feel Better network.</p>
Disability	No	No	As above.
Gender	No	No	As above – no identified impact

Gender reassignment	No	No	As above – no identified impact
Age	No	No	As above – no identified impact
Sexual orientation	No	No	As above – no identified impact
Religion or belief	No	No	As above – no identified impact
Caring responsibilities	No	No	As above – no identified impact
Pregnancy or maternity	No	No	As above – no identified impact
Marriage or civil partnership	No	No	As above – no identified impact

**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	
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)	Yes	Strategic objective of restructure is to better align capacity to meet the strategic priorities of council to maximise resources for front line service provision and commission health and care outcomes that reduce health and care inequalities.
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	Yes	

**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.**

**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>
An EIA was completed in relation to the 23 <sup>rd</sup> September Cabinet report, since when a 90 day consultation period took place, commencing on 3 <sup>rd</sup> October. During this time there were six 'Question and Answer' sessions arranged across different days/times. Information was also circulated in weekly emails to staff. No specific equality issues were raised during the consultation period.	n/a	n/a

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

Consideration had been made as to the accessibility for briefing sessions during the consultation period. Drop in sessions were held at different times of the day and on different days during this period, with care taken to avoid religiously significant dates where possible. Opportunity for anonymous feedback to be made on the consultation, along with the option of large print copies of any information being available. Support was also offered through the Change Agent network on working well through change. No gaps have been highlighted during or post this consultation exercise.

## 5. CONCLUSIONS OF THE EQUALITY ANALYSIS

<p><b>What will the likely overall effect of your policy/service plan be on equality?</b></p>	<p>No identified negative impact to equality as a result of this report. Due process will be followed for recruitment/ redundancy as per existing policies. There will be a greater focus on equality policy through a refreshed corporate Partnership/Community Strategy team as a result of this report.</p>
<p><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></p>	<p>No negative effects identified</p>
<p><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></p>	<p>Staff equalities groups including BAME and Disability Group to be contacted to seek any expert guidance from their perspectives to inform subsequent reviews.</p>
<p><b>What steps do you intend to take now in respect of the implementation of your policy/service plan?</b></p>	<p>To carry out steps highlighted in 4b and engagement with equalities group as referenced in row above.</p>

## 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.**

Communication from JET  
 Monitoring of corporate.core email inbox  
 Review in future briefings with the Chief Executive/Deputy Chief Executive.

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

