

EQUALITY IMPACT ASSESSMENT

SCREENING DOCUMENT

Name of Proposal

Service Review

Lead Department/Service

Strategic Policy and Economy

What is the aim of the proposal?

To review current structures, reporting lines, gradings and job descriptions in the service.

Is this a new or a review of an existing policy, procedure, function or report?

Part of the wider ongoing council review of staffing and structure.

Screening Process

1. Has the proposal already been assessed for its impact on age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation? **If yes, go to 1 a. If no, go to 1 b.**

1 a. Unless there have been significant changes, no further action is required. **Please add your name, position and date below at 3.**

1 b. Does the proposal involve or have consequences for the people the council serves or employs? **If yes, go to 2. If no, go to 1 c.**

1 c. Please state why not

The proposal is not relevant and no further action is required. Sign and date below at 3.

2. Is the proposal relevant to one or more of the protected characteristics? **If yes, go to 2 a. If no, go to 2 b.**

2 a. **Proceed to Step 1 of the Full Equality Impact Assessment on page 2.**

2 b. Please state why not

The proposal not relevant and no further action is required. Add your name, position and date below at 3.

3. Name:

Position: _____

Date: _____

FULL EQUALITY IMPACT ASSESSMENT

Step 1

Are there any statutory legal requirements affecting this proposal? If so please describe.

Requirement to adhere to HR policy and practice.

Step 2

What data/research is available to assess the likely impact of the proposal?

Similar reviews have been held across the council including larger fullscale reviews of management and Business Support. Data on workforce profile (age, gender etc) is available on staff that are in scope of the review.

Step 3

Is there any reason to believe the proposal could affect people differently due to their protected characteristic ie age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation? Please **place a cross** in each box that applies, and give details alongside.

Age	<input checked="" type="checkbox"/>	There are a number of older staff in the team who may be impacted indirectly
Disability	<input type="checkbox"/>	_____
Gender	<input checked="" type="checkbox"/>	The service is made of predominately females some of whom work part time or reduced hours to better balance health and/or wellbeing and/or life style/ and family
Gender Re-assignment	<input type="checkbox"/>	_____
Pregnancy/maternity	<input checked="" type="checkbox"/>	_One member of staff is currently pregnant and will commence maternity leave during the period of the service review
Marriage and civil Partnership	<input type="checkbox"/>	_____
Race	<input checked="" type="checkbox"/>	One member of the team is on a temporary working visa _____
Religion and belief	<input type="checkbox"/>	_____
Sexual orientation	<input type="checkbox"/>	_____

Step 4

Is there evidence to suggest that any part of the proposal could unlawfully discriminate against people? If so, how?

No. We are following the council service review guidelines as well as Organisational Design principles which includes full consultation with staff and trade unions.

There are no plans or requirements for redundancy and all staff will be treated equally.

Step 5

Can the proposal be seen to favour one section of the community

Yes No

or deny opportunities to another?

Yes No

If yes, please give details.

Step 6

Does the proposal advance or restrict equality?

Yes No

If yes, give details

Review of remits and grading will ensure parity across grades and roles. This may result in some jobs being graded up or down.

Step 7

Are there any other actions which could have been taken to enhance equality of opportunity?

If so please state

Step 8

Based on the work you have done, rate the level of relevance being allocated to this proposal.

High Medium Low Unknown

Step 9

If during **Steps 3 - 6** there has been an adverse impact identified, consider whether this can be justified.

Yes No

If yes please give details.

The current structure, grades and remits are based on historical arrangements for 4 different services. Reviewing this will allow us to create more equality across roles, address issues where roles are graded to high or too low and update job descriptions.

If no, consider alternative ways of delivering the proposal to minimise negative impact or eliminate unlawful discrimination. Give details of the changes to be made to the proposal.

Step 10

Do you need to carry out a further impact assessment?

Yes No

If yes, what actions do you need to take?

Step 11

Make arrangements to monitor and review the impact assessment.

We will review the EIA as part of the service review and following HR guidance.

Step 12

Publish impact assessment.

Where will the Equality Impact Assessment be published?

Available to all staff on internal SharePoint with other Review documentation

Please state your name, position and date, and forward this pro forma either to your designated Equality Impact Assessment Co-ordinator, or if it refers to a committee report, it should be forwarded with the report to committee services.

Name: Alison Smith

Position: Service Leader

Date: 1/9/20

For additional information and advice please contact:
the Equalities Officer - Tel: 01307 476058 or E-mail: Equalities@angus.gov.uk