

Equality Impact Assessment Forms for the Budget process

We are happy for other agencies to use this document for a non-commercial basis or to amend to meet their own needs, we do ask however that you acknowledge WCC.



*Working for
Warwickshire*
...Putting People First

A copy of the Equality Impact Assessment Report including relevant data and information to be forwarded to the Directorate Equalities Champion and the Corporate Equalities & Diversity Team



*Working for
Warwickshire*
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Form A1

INITIAL SCREENING FOR BUDGET DECISIONS – DO THEY HAVE ANY RELEVANCE OR POSE ANY RISK TO ANY OF THE EQUALITIES GROUPS?



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

DEPARTMENT:	Relevance/Risk to Equalities																				
State the service or proposal being assessed:	Gender inc transgender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Priority status For EIA		
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(CW-WS-01) – deletion of the Front-Line First Learning & Development Budget from 2012/13	X			X			X			X			X			X			X		
(CW-WS-02) – reduction in discretionary spending relating to ‘healthy workforce and well-being	X			X			X			X			X			X			X		
(CW-WS-03) – reduced staffing levels in HR Advisory Service following a reduction in the size of the Council’s overall workforce	X			X			X			X			X			X			X		
(CW-WS-04) – reduced staffing levels in the HR Business Partnership following a reduction in the size of the Council’s overall workforce	X			X			X			X			X			X			X		
(CW-WS-05 – implementation of ongoing efficiency and productivity improvements in the HR Service Centre	X			X			X			X			X			X			X		

(CW-WS-06) – deletion of one senior management post, deletion (upon retirement) of post of PA to Head of Service and acceptance of request to reduce hours from HR Policy & Project Officer	X	X	X	X	X	X	X
(CW-WS-07) – deletion of budget hitherto used to complete Pay & Conditions review	X	X	X	X	X	X	X
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities							X

For saving proposals complete form A2a below

For investment proposals complete form A2b below

Form A2a – proposed savings

Equality Impact Assessment

Please Explain

<u>Stage 1 – Scoping and Defining</u>	
(1) What are the aims and objectives of service where savings are to be made?	<p>The service provides HR transactional services, HR Advisory support, HR Business Partner support, learning & organisational development and health, safety and well-being support across the organisation. The savings proposed are,</p> <p><i>(CW-WS-01) – deletion of the Front-Line First Learning & Development Budget from 2012/13</i></p> <p><i>(CW-WS-02) – reduction in discretionary spending relating to ‘healthy workforce and well-being</i></p> <p><i>(CW-WS-03) – reduced staffing levels in HR Advisory Service following a reduction in the size of the Council’s overall workforce</i></p> <p><i>(CW-WS-04) – reduced staffing levels in the HR Business Partnership following a reduction in the size of the Council’s overall workforce</i></p> <p><i>(CW-WS-05) – implementation of ongoing efficiency and productivity improvements in the HR Service Centre</i></p> <p><i>(CW-WS-06) – deletion of one senior management post, deletion (upon retirement) of post of PA to Head of Service and acceptance of request to reduce hours from HR Policy & Project Officer</i></p> <p><i>(CW-WS-07) – deletion of budget hitherto used to complete Pay & Conditions review</i></p>
(2) How does the service fit with the council’s wider objectives?	<p>The service aims to ensure that the Council has the workforce that it needs to meet its service objectives, is an employer of choice and offers value for money, particularly in terms of maximising the efficiency of undertaking transactions. The savings proposed are designed, as far as possible, to allow those aims to continue to be met by improving efficiency and productivity, while also meeting our overall budgetary constraints.</p>

<p>(3) What would have been the expected outcomes of the service?</p> <p>Who would have benefited from the service and in what way?</p>	<p>The service that is most clearly identified to reduce is the level of support to developing a 'healthy workforce' – this is an area of activity that aims to help the workforce improve its longer-term levels of health and therefore reduce absenteeism. Other proposed savings are aimed at maintaining service output with fewer staff by improving productivity and efficiency.</p>		
<p>(4) Does this proposed saving have the potential to directly or indirectly discriminate against any particular group or to compound issues of social inequality?</p> <p>Please identify all groups that are affected</p>	<p>RACE</p> <p>No</p>	<p>AGE</p> <p>No</p>	<p>GENDER inc Transgender</p> <p>No</p>
	<p>RELIGION/BELIEF</p> <p>No</p>	<p>DISABILITY</p> <p>No</p>	<p>SEXUAL ORIENTATION</p> <p>No</p>
<p>(5) Are there any negative impacts on social inequality issues? This includes impacts on child poverty for example or our most geographically disadvantaged communities</p>	<p>There is no impact on the community, and it is not perceived that there are disproportionate impacts upon any particular segment of the workforce</p>		
<p><u>Stage 2 - Information Gathering</u></p>			
<p>(1) What type and range of evidence or information have you used to help you make a judgement about the cut to this particular service?</p>	<p>The proposed savings fall into three categories,</p> <ul style="list-style-type: none"> the reductions in the HR Advisory Service, HR Business Partnership, Learning & Development, management structure and the Pay & Conditions review team are predicated upon a reduction in demand, either related to a smaller workforce or, in the case of the Review, the cessation of a task productivity / efficiency gains in the HR Service Centre the are predicated upon continuation of existing trends – reflecting, for example, more standardisation of processes, greater use of electronic processes, etc. the reduction in discretionary spend on 'healthy workforce / well-being activity' does involve a potential loss of service to the workforce but is one that is seen as relatively low risk . The person previously undertaking this work has been seconded elsewhere for the past twelve months and the temporary cessation of this work has not been shown to have had any unexpected impact. 		

(2) Have you been able to use any consultation data to help make this decision, if so what?	n/a
<u>Stage 3 – Making a Judgement</u>	
(1) From the evidence above is there any adverse or negative impact identified for any particular group?	No. There is only one potential employee (the Healthy Workforce Co-ordinator) put 'at risk' in the short-term and there is a strong likelihood that other staff reductions will be met by natural turnover or the ending of temporary contracts rather than redundancy. Indeed the post reductions associated with savings proposals CW-WS-01, 04 and 06 have already been achieved through holding existing vacancies or agreement to early retirement..
(2) If there is an adverse impact, can this be justified?	n/a
(3) if there is an adverse impact on social inequalities can these be justified?	n/a

(4) What actions could be taken or have been taken to reduce or eliminate negative or adverse impact?	n/a																									
(5) Is there any positive impact? Does it promote equality of opportunity between different groups and actively address discrimination?	No																									
<u>Stage 4 – Action Planning, Review & Monitoring</u>																										
If No Further Action is required then go to – Review & Monitoring (1) Action Planning – Specify any action which could be taken to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.	<p>EIA Action Plan</p> <table border="1" data-bbox="779 715 2040 946"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
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(2) Review and Monitoring State how and when you will monitor the impact of this proposed saving	Monitoring will be through the normal performance monitoring of the HR and OD service.																									

Please annotate your proposed saving with the following statement:

‘An Equality Impact Assessment on this proposed saving was undertaken on (date of assessment) and will be reviewed on date (one years from the date it was assessed)’.

Form A2b – proposed investment

Equality Impact Assessment

Please Explain

Stage 1 – Scoping and Defining			
(1) What are the aims and objectives of the proposed investment?			
(2) How does the investment fit with the council’s wider objectives?			
(3) What are the expected outcomes of the investment?			
Who is intended to benefit and in what way?			
(4) Does this investment have the potential to directly or indirectly discriminate against any particular group?	RACE	AGE	GENDER
Please identify all groups that are affected	RELIGION/BELIEF	DISABILITY	SEXUAL ORIENTATION
(5) Are there any positive impacts on social inequality issues? This includes impacts on child poverty for example or our most geographically disadvantaged communities			
(6) Are there any obvious barriers to accessing the service provided through the investment?			
(7) How does the investment contribute to promotion of equality and/or reduction of social inequalities?			
(8) Does the investment have the potential to promote good relations between groups?			

Stage 2 - Information Gathering

(1) What type and range of evidence or information have you used to help you make a judgement about the proposal?

(2) What consultation data has been used? What new consultation, if any, do you need to undertake?

Stage 3 – Making a Judgement

(1) From your data and consultations is there any adverse or negative impact identified for any particular group?

Is there any evidence of needs not being met? e.g. language or physical access barriers; lack of appropriate resources or facilities

(2) If there is an adverse impact, can this be justified?

(3) What actions are going to be taken to reduce or eliminate negative or adverse impact?																										
(4) Is there any positive impact? Does it promote equality of opportunity between different groups and actively address discrimination?																										
<u>Stage 4 – Action Planning, Review & Monitoring</u>																										
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements which can be made to the proposal to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EIA Action Plan</p> <table border="1" data-bbox="779 759 2040 991"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
(2) Review and Monitoring State how and when you will monitor policy and EIA Action Plan																										

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this proposed investment was undertaken on (date of assessment) and will be reviewed on date (one year from the date it was assessed)’.