



# EQUALITY IMPACT ASSESSMENT

## Partial Assessment Form

<b>Policy, practice, function or project assessed</b>	Workforce Plan
<b>Lead Officer</b>	Paul Swift
<b>Team</b>	Paul Williams, Andrew Francis
<b>Start date of assessment</b>	18/08/09
<b>Completion of assessment</b>	

Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.

## **A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED**

### **A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?**

The Workforce Plan is designed to ensure that the Council has “the right people, with the right skills, in the right jobs at the right time”.

### **A2. Is this policy or function associated with any other Council policy or priority?**

The Workforce Plan is associated with a range of Council policies and priorities. These include the Council Vision and Aims, the Comprehensive Equalities Policy, various HR Policies, the Investors in People Action Plan and the Values Action Plan.

### **A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?**

The beneficiaries of the Workforce Plan are both staff and residents. Staff have effective equality and diversity provision, and a diverse workforce is a benefit to the community.

### **A4. Is the policy/function corporate and far-reaching?**

The Plan is a cross-Council document with data used from across the organisation.

### **A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.**

The Workforce Plan is reviewed every year and fully revised every three years. A revision is due in 2010.

### **A6. Is this a new or existing policy or function?**

The Workforce Plan is an existing function of the Council.

## **B. EVIDENCE/ DATA and CONSULTATION**

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

### **B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?**

Fairly extensive monitoring data, taken from HR systems, is utilised in the report to highlight the make up of the Council's work force. Currently, data is not reported on religion and belief or sexual orientation. **ACTION POINT:** Investigate whether this data can be incorporated into the next survey of staff.

### **B2. Have you compared the data you have with the equality profile of the local population? What does it show?**

Workforce data is compared directly with the equality profile of the district, and generally compares favourably. There is a disproportionate lack of younger staff (under 30), which is not representative of the wider community. However, it is felt that this is an issue within the wider Local Government community, and not caused by any negative impact.

### **B3. Have you identified any improvements or other changes that could be made from monitoring the data?**

Further work is being done in this area, looking at improving HR presence at career fairs, increasing use of work experience students, advertising within the Stonewall recruitment guide and website and ongoing scrutiny work addressing how young people can be involved with the Council

### **B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?**

There is little in the way of external consultation for the Workforce Plan, since it is an amalgamation of data from various other sources. It is also an inward facing function.

### **B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?**

When the Workforce Plan was originally brought into place, senior management were consulted on its content. When the Plan is revised in 2010, there will need to be further more extensive consultation with staff. **ACTION POINT:** The Plan will need to be discussed with staff when revised in 2010.

### **B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.**

A regular staff survey helps to inform the data used in the Plan.

<b>C1. IMPACT OF THE POLICY OR FUNCTION</b>		
Assess the potential impact on each of the equality strands/groups. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.		
<b>DESCRIPTION OF IMPACT</b>	<b>Nature of Impact</b> (Positive, Neutral, Adverse)	<b>Extent of Impact</b> (Low, Medium, High)
<b>GENDER:</b> Identify the potential impact of the policy or function on men and women	<b>NEUTRAL</b>	
The gender split across the Council is now very even. However, there are fewer women in senior management positions. This is gradually changing however, with 3 women now part of the Senior Management Team. There are more part time female employees than part time male employees. Flexible working arrangements are in place to try and meet the needs of employees.		
<b>RACE:</b> Identify the potential impact of the policy or function on different race/ethnic groups	<b>NEUTRAL</b>	
4% of the Council's workforce identified themselves as coming from an ethnic minority group. This is up from the previous figure of 3%. This is roughly in line with the community, although the integrity of demographic data on ethnicity is questionable. 10% of staff respondents did not answer this question, which could have impacted on the results. <b>ACTION POINT:</b> To investigate the possibility of advertising vacancies in specialist publications.		
<b>DISABILITY:</b> Identify the potential impact of the policy or function on disabled people	<b>NEUTRAL</b>	
3% of the workforce identified as disabled which is comparable with 3.5% across the district. 18% of respondents did not answer, which again would impact on the data.		
<b>AGE:</b> Identify the potential impact of the policy or function on different age groups	<b>NEUTRAL</b>	
See B2 for concerns regarding attracting younger employees to the Council. Although this is an issue, it is not felt that it is as a result of any negative impact. An EqIA will be carried out on the Recruitment and Selection policy to identify any impacts within the recruitment process.		
<b>SEXUAL ORIENTATION:</b> potential impact of the policy on lesbian, gay men, bisexual or heterosexual people	<b>NEUTRAL</b>	
Sexual orientation is not currently collected through the staff survey, but there is no perceived negative impact. SCDC will be featured in the next Stonewall recruitment guide.		
<b>RELIGION/FAITH:</b> Identify the potential impact the policy on different religious/faith groups	<b>NEUTRAL</b>	
Religion and faith details are not currently collected through the staff survey, but there is no perceived negative impact.		

<b>OTHER</b>		

**PLEASE NOTE:** Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

**C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.**

NA

**C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?**

The work force is generally reflective of the community.

**C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.**

<b>D. CONCLUSIONS</b>			
<b>D1. Was there sufficient data to complete the partial assessment?</b>	Yes?	<input checked="" type="checkbox"/>	<b>If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment?</b> Issues relating to the collection of data on sexual orientation, religion and recruitment monitoring need to be addressed.
	No?	<input type="checkbox"/>	
<b>D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?</b>	Yes?	<input type="checkbox"/>	<b>If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?</b>
	No?	<input checked="" type="checkbox"/>	
<b>D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?</b>	Yes?	<input checked="" type="checkbox"/>	<b>If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities?</b> Yes  <b>Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when?</b> The Plan is reviewed annually and revised every three years.
	No?	<input type="checkbox"/>	<b>Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?</b> No
<b>D4. Do you have any other conclusions/outcomes from the partial assessment?</b> The Action Plan will need to address further the possibility of bringing together staff support networks. It will also address recruitment monitoring to establish how this data is used.			

## **ACTION PLAN for enhancing existing practice**

<b>Recommendation/ issue to be addressed</b>	<b>Planned Milestone</b>	<b>Planned completion of milestone (date)</b>	<b>Officer Responsible</b>	<b>Progress</b>
Investigate whether data can be collected through the staff survey addressing sexual orientation and religious belief.	April 2010		HR	
Revision of Workforce Plan in 2010 will need to include wider consultation with staff.	April 2010		Policy and Performance Manager	
Investigate the possibility of advertising vacancies in specialist minority publications.	April 2010		HR / Paul Williams	
Investigate the possibility of setting up staff networks.	April 2010		Paul Williams	
Investigate the possibility of reporting data from recruitment monitoring forms of unsuccessful candidates.	April 2010		HR / Andrew Francis	

## **RESOURCES**

**Does the above action plan require any additional resources?**

No

## **ARRANGEMENTS FOR MONITORING**

**Please give your plans for monitoring the achievement of the above actions.**

The Workforce Plan will be reviewed every year, and revised every three years.

**SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance**

**Signature of Lead Officer**

**Date:**

**Signature of Corporate Manager or Chief Officer:**

**Date:**

**Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.**