

Equality Impact Assessment (EqIA) Template

Type of Decision: Tick ✓	✓	Cabinet		Portfolio Holder		Other (explain)	
Date decision to be taken:	16 th February 2017						
Value of savings to be made (if applicable):	£161k						
Title of Project:	Deletion of Contracts and Administration Team						
Directorate / Service responsible:	People Services: Adult Social Care						
Name and job title of Lead Officer:	Chris Greenway: Head of Safeguarding Assurance and Quality Services						
Name & contact details of the other persons involved in the assessment:	Chris Greenway ext 2043						
Date of assessment (including review dates):	Initial: 16 th September 2016 Review: 27 th January 2017						
Stage 1: Overview							
<p>1. What are you trying to do?</p> <p>(Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>The Adults Major Contracts Team deal with all matters relating to all major Adults Contracts. They are responsible for the oversight of contract legal drafting, contract setup, procurement gateway compliance (including reports and update reviews), tendering, award and monitoring contractual compliance for all major Adults Contracts. This includes Supporting People Contracts, Extra-Care Contracts, Mental health accommodation, Residential and Nursing care Contracts, Voluntary Sector Contracts and the monitoring of KPIs and outcomes for all other adults SLAs.</p> <p>With the reduction in Supporting People services (MTFS 2015/16 £290k and 2016/17 £150k) and a significant reduction in Contracting due to the move to Personalisation there has been a considerable reduction in the number of directly commissioned Contracts.</p> <p>The Voluntary Sector SLAs are one of the savings proposals and would lead to a further reduction in Contract Monitoring requirements.</p> <p>Savings Proposal:</p> <p>This proposal is to delete all posts within this team and no longer provide this function.</p> <p>This proposal delivers £161k in 2017/2018.</p>						
2. Who are the main groups / Protected Characteristics	Residents / Service Users		Partners		Stakeholders		

that may be affected by your proposals? (✓ all that apply)	Staff	✓	Age	✓	Disability	
	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
	Race		Religion or Belief		Sex	✓
	Sexual Orientation		Other			
<p>3. Is the responsibility shared with another directorate, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who has the overall responsibility? • How have they been involved in the assessment? 	Contracts team work closely with the Procurement Team					

Stage 2: Evidence & Data Analysis

4. What evidence is available to assess the potential impact of your proposals? This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected Characteristics.

(Where you have gaps (data is not available/being collated for any Protected Characteristic), you should include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact
Age (including carers of young/older people)	Staff Records 5 staff are impacted, and are all between the age of 40 and 65	All staff impacted are working age adults between 40 and 65, and as such this proposal has a disproportionate impact on staff of a working age.
Disability (including carers of disabled people)	Staff Records	No Staff have declared they have a disability therefore we have no evidence of a differential impact on this group at this time.

Appendix 5

Gender Reassignment	Staff Records	No staff have declared they have undergone gender reassignment therefore we have no evidence of a differential impact on this group at this time.
Marriage / Civil Partnership	Staff Records	There is a mix between married and single staff, and no disproportionate impact on this protected characteristic.
Pregnancy and Maternity	Staff Records No record of pregnancy, maternity, paternity or adoption in the last 2 years	We have no evidence of a differential impact on this group at this time
Race	Staff Records All 5 staff are from a variety of racial backgrounds	This proposal has an impact on a mix of staff from a variety of different racial groups, and we have no evidence of a differential impact on this group at this time.
Religion and Belief	Staff Records	This proposal has an impact on a mix of staff of different religions and beliefs, and we have no evidence of a differential impact on this group at this time
Sex / Gender	Staff Records The 5 staff are a mix of male and female.	The team impacted by this proposal are predominantly female. Therefore this proposal has a slightly stronger impact on female staff than male.
Sexual Orientation	Staff Records	We have no evidence of a differential impact on this group at this time

Stage 3: Assessing Potential Disproportionate Impact

5. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	Age (including	Disability (including	Gender Reassignment	Marriage and Civil	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
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	carers)	carers)		Partnership					
Yes	x							x	
No		x	x	x	x	x	x		x

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, complete a FULL EqIA.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.
- **NO** - If you have ticked 'No' to all of the above, then go to **Stage 6**
- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 6

Stage 4: Further Consultation / Additional Evidence

6. What further consultation have you undertaken on your proposals as a result of your analysis at **Stage 3**?

Who was consulted? What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? E.g. revising your proposals
If this proposal is accepted there will be a staff consultation, which will include a consultation of the trade unions.		

Stage 5: Assessing Impact

7. What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential

for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?					
Protected Characteristic	Positive Impact ✓	Adverse Impact		Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 6)
		Minor ✓	Major ✓		
Age (including carers of young/older people)		✓		All staff impacted by this proposal are working age adults meaning that should this proposal go ahead the impact is disproportionate to working age adults	There would be full and early engagement with staff and trade unions, including a full consultation process. In order to avoid redundancies, the Council's redeployment procedures would be utilised, and the Council would strive to ensure alternative employment within the range of services it provides. Staff would be offered additional training to ensure they have the necessary skills to take up a new role. Voluntary redundancy would be offered to all staff. Sensitive and timely support services will be put in place for all staff during the period of consultation..
Disability (including carers of disabled people)					
Gender Reassignment					
Marriage and					

Civil Partnership							
Pregnancy and Maternity							
Race							
Religion or Belief							
Sex		✓		The majority of staff impacted by this proposal are female meaning that should this proposal go ahead the impact is slightly disproportionate to females	There would be full and early engagement with staff and trade unions, including a full consultation process. In order to avoid redundancies, the Council's redeployment procedures would be utilised, and the Council would strive to ensure alternative employment within the range of services it provides. Staff would be offered additional training to ensure they have the necessary skills to take up a new role. Voluntary redundancy would be offered to all staff. Sensitive and timely support services will be put in place for all staff during the period of consultation.		
Sexual orientation							
8. Cumulative Impact – Considering what else is happening within the				Yes	x	No	

<p>Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>	<p>This proposal is one of many across the Council which may see a reduction in staffing levels, as a result there is likely to be increased pressure on redeployment opportunities.</p>		
<p>9. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>	Yes		No

Stage 6 – Improvement Action Plan

List below any actions you plan to take as a result of this Impact Assessment. These should include:

- Proposals to mitigate any adverse impact identified
- Positive action to advance equality of opportunity
- Monitoring the impact of the proposals/changes once they have been implemented
- Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this?

Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team	Target Date
Age, Sex	Consultation with staff and trade unions, and review of redeployment options	Outcomes for the Staff concerned	Chris Greenway	

Stage 7: Public Sector Equality Duty

<p>10. How do your proposals meet the Public Sector Equality Duty (PSED) to:</p> <ol style="list-style-type: none"> 1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 2. Advance equality of opportunity between people from different groups 3. Foster good relations between people from different groups 	<p>The proposal impacts on a very small number of staff, and as such, redeployment and other internal mechanisms should go some way to limit the adverse impacts of the proposals.</p>
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Stage 8: Recommendation

<p>11. Which of the following statements best describes the outcome of your EqIA (✓ tick one box only)</p>	
<p>Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed.</p>	✓
<p>Outcome 2 – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are included in the Action Plan to be addressed.</p>	
<p>Outcome 3 – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in Q12 below)</p>	
<p>12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.</p>	

Stage 9 - Organisational sign Off

<p>13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</p>	Harrow Legal Services		
<p>Signed: (Lead officer completing EqIA)</p>	<p>Chris Greenway</p>	<p>Signed: (Chair of DETG)</p>	

Appendix 5

Date:	3.2.17	Date:	
Date EqIA presented at Cabinet Briefing (if required)		Signature of DETG Chair (following Cabinet Briefing if relevant)	