

Equality Impact Assessment

Title of the policy/report /strategy/service	Organisational Change Policy & Procedure
Date	22 nd April 2016
Lead Officer	Elaine Griffin – HR Business Partner
Who else is involved in undertaking this assessment?	Claire Perry – HR Business Partner

Step 1 – Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
The purpose of the Organisational Change Policy and Procedure is to set out the Council's approach to managing restructuring, relocation, role changes, closures, reductions in service provision or other changes impacting on employees which may result from service reviews. It specifically sets out procedures relating to consultation, voluntary and compulsory redundancy, reorganisations, TUPE, variation to terms and conditions, dismissal and reengagement and redeployment.
B. What specific groups are the policy designed to affect/impact?
The policy applies to all permanent Council employees and temporary employees who have been employed on successive temporary contracts for more than 12 months.
C. Which groups have been consulted as part of the creation or review of the policy?
Unison, Human Resources, Service Managers

Step 2 – What we already know and where there are gaps

A. List any existing information/data you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.
<p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
Information is available regarding employees' characteristics and pay from the annual anonymous, voluntary data capture exercise carried out as at 31 st March 2015. No equality information is currently collated in respect of those staff who are subject to the organisational change policy.
B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)
No data is available specifically relating to the characteristics of those staff who are subject to this policy and procedure.

Step 3 – Do we need to seek the views of others? If so, who?

A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.
HR will continue to liaise with the Equality and Diversity Officer in respect to identify and issues and work to resolve any underlying causes.

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
A. Age	The policy incorporates statutory redundancy pay which is connected to age. With the exception of redundancy pay the policy is neutral. Age does not impact on the use of, or outcome of, the organisational change policy and procedure. Age and length of service are not used in redundancy selection. It is acknowledged that older employees are more likely to apply for voluntary redundancy, however applications are not encouraged from any particular group.
B. Disability (physical, visual, hearing, learning disabilities, mental health)	The policy is neutral. Disability does not impact on the use of, or outcome of, the formal stages of the organisational change policy and procedure. The policy recognises the need to make reasonable adjustments for disabled employees, including adjustments in respect of selection criteria and meetings. Disability related absence is not included where attendance forms part of a selection matrix.
C. Gender / Sex	The policy is neutral. Gender does not impact on the use of, or outcome of, the formal stages of the organisational change policy and procedure.
D. Religious Belief	The policy is neutral. Religious belief does not impact on the use of, or outcome of, the formal stages of the organisational change policy and procedure.
E. Racial Group	The policy is neutral. Ethnicity does not impact on the use of, or outcome of, the formal stages of the organisational change policy and procedure.
F. Sexual Orientation	The policy is neutral. Sexual orientation does not impact on the use of, or outcome of, the formal stages of the organisational change policy and procedure.
G. Transgender	The policy is neutral. Transgender status does not impact on the use of, or outcome of, the formal stages of the organisational change policy and procedure.
H. Other protected groups (pregnancy & maternity, marriage & civil partnership)	The policy incorporates special statutory protections for employees who are made redundant while on maternity, adoption or shared parental leave. The policy is otherwise neutral in respect of protected characteristics and they do not impact on the use of, or outcome of, the organisational change policy and procedure. Reasonable adjustments are made in respect of contact with those absent from work during consultation, e.g. on maternity or shared parental leave. Maternity related absence is not included where attendance forms part of a selection matrix.
I. Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	No employee data is kept regarding the socio-economic status of employees but, as HDC's commitment to equality is observed throughout the organisational change policy and procedure, staff are treated fairly and consistently.
J. All	The policy is easy to follow, fair and consistent. Followed correctly, the policy and procedure should not treat any employee more or less favourably than another unless there is justification for doing so.

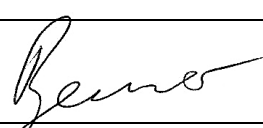
Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
2	A trial will commence to determine the effectiveness of monitoring equality data regarding the use of policies and outcomes.	Elaine Griffin	31 st March 2017

Step 6 – Who needs to know the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	The EIA and the policy will be published on the intranet.
Service users	✓	The EIA will be published on the internet.
Partners and stakeholders	✓	The EIA will be published on the internet.
Others	✓	The EIA will be published on the internet.
To ensure ease of access, what other communication needs/concerns are there?	✓	Hard copies of the EIA and policy will be available from the Human Resources Department.

Step 7 – Conclusion (to be completed and signed by the Service Manager)

Please delete as appropriate
I agree with this assessment / action plan
If disagree, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Manager): 
Date: 5 th May 2016

Please send completed & signed assessment to the Equality and Diversity Officer.