

Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

Version 3: January 2013

Title of proposal (include forward plan reference if available)	Restructure of Business Excellence
Directorate and Service Area	Business Excellence - Neighbourhoods
Name and title of Lead Officer completing this EIA	Nicky Denston – Service Manager, Business Excellence
Contact Details	0121 569 5230
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	
Date EIA completed	20 th June 2018
Date EIA signed off or agreed by Director or Executive Director	20 th June 2018
Name of Director or Executive Director signing off EIA	Alison Knight, Executive Director - Neighbourhoods
Date EIA considered by Cabinet Member	20 th June 2018

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required
(Please provide as much information as possible)**

- 1.1 The restructure of the Business Excellence Service.
- 1.2 The restructure of the Business Excellence Service and its focus on transformation, change and performance will support both Housing and Communities and Regeneration and Growth to improve service delivery to residents.
- 1.3 The Business Excellence Service area is fundamental to supporting the whole of the Neighbourhoods Directorate to deliver on its planned savings proposals. A renewed focus on transforming services to make them more streamlined, customer focused and more effective will deliver future savings.
- 1.4 There is also a need to formalise approaches to performance management, risk management, service planning and governance of programmes and projects across the Directorate. The Business Excellence team have the opportunity to facilitate consistent approaches and methodologies to enable improvements and provide assurance to the Executive Director.
- 1.5 The business case for doing the restructure is to ensure that both Housing and Communities and Regeneration and Growth are supported in a consistent manner. To ensure the structure is fit for purpose to deliver the key priorities of change and transformation, supporting savings proposals and compliance in policies and procedures.
- 1.6 The restructure will see employees work across both elements of the Neighbourhoods Directorate, instead of Housing and Communities only.
- 1.7 There are no issues or likely impact on any equality group.
- 1.8 There is no impact based on the restructure proposals. The proposals in the report do not lead to any redundancies as there are additional posts in comparison to the existing structure. These posts will be ringfenced to the Business Excellence Service area in the first instance. Where someone is unsuccessful in being appointed they will be covered by the Jobs Promise.

2. Evidence used/considered

Business Excellence		
Grade Band	Assignment Count	%
Grade I	1	3.7%
Grade H	2	7.4%
Grade G	2	7.4%
Grade F	13	48.1%
Grade E	3	11.1%
Grade D	2	7.4%
Grade C	4	14.8%
Grand Total	27	100.0%

IL1 Protected

Business Excellence		
Age Band	Assignment Count	%
20 to 24	2	7.4%
30 to 34	2	7.4%
35 to 39	1	3.7%
40 to 44	2	7.4%
45 to 49	13	48.1%
50 to 54	3	11.1%
55 to 59	4	14.8%
Grand Total	27	100.0%

Business Excellence			
Ethnic Group	Ethnicity	Assignment Count	%
Ethnic Minority	Asian or Asian British - Indian	4	14.8%
	Asian or Asian British - Sikh	3	11.1%
	Black or Black British - Caribbean	2	7.4%
	Mixed - Other	1	3.7%
Total Ethnic Minority		10	37.0%
White	White - British	17	63.0%
Grand Total		27	100.0%

Business Excellence						
	Ethnic Group			Makeup		
Grade Band	Ethnic Minority	White	Grand Total	Ethnic Minority	White	Grand Total
Grade I	1	0	1	100%	0%	100.0%
Grade H	0	2	2	0%	100%	100.0%
Grade G	0	2	2	0%	100%	100.0%
Grade F	5	8	13	38%	62%	100.0%
Grade E	2	1	3	67%	33%	100.0%
Grade D	1	1	2	50%	50%	100.0%
Grade C	1	3	4	25%	75%	100.0%
Grand Total	10	17	27	37%	63%	100.0%

3. Consultation

The proposed restructure has been shared with Trade Unions and will be shared with employees as part of the formal consultation process.

As part of the informal process information has been shared with employees and trade unions on the 27th of June 2018. One to one meetings with employees has been offered following this meeting.

Formal consultation will begin with employees on the 26th of July 2018 and end on the 24th of August 2018.

4. Assess likely impact

Please give an outline of the overall impact if possible.

There is no impact based on the restructure proposals. The proposals in the report do not lead to any redundancies as there are additional posts than the existing structure. These posts will be ringfenced to the Business Excellence Service area in the first instance. Where someone is unsuccessful in being appointed they will be covered by the Jobs Promise.

It has been assessed based on the evidence demonstrated in section 2, that the proposals in the report will not have any adverse impact on people with protected characteristics

Please complete the table below at 4a to identify the likely impact on specific protected characteristics

4a. Use the table to show:

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
	✓	✓	✓	
Age			✓	<p>This proposal has no impact on age groups. A workforce plan for the service is being developed to support succession planning.</p> <p>Details of age profiles can be found in section 2. It is anticipated that there will be no redundancies as a result of the proposals in the report.</p>
Disability			✓	<p>There are no disabled people affected by this proposal.</p> <p>It is anticipated that there will be no redundancies as a result of the proposals in the report.</p>

Gender reassignment			✓	It is anticipated that there will be no redundancies as a result of the proposals in the report.
Marriage and civil partnership			✓	It is anticipated that there will be no redundancies as a result of the proposals in the report.
Pregnancy and maternity			✓	<p>There is 1 employee who is currently on maternity leave. They will be assimilated from an Information and Standards officer to a Business analyst. This employee has requested extended leave which is currently being processed.</p> <p>It is anticipated that there will be no redundancies as a result of the proposals in the report.</p>
Race			✓	It is anticipated that there will be no redundancies as a result of the proposals in the report.

Religion or belief			✓	It is anticipated that there will be no redundancies as a result of the proposals in the report.
Sex			✓	It is anticipated that there will be no redundancies as a result of the proposals in the report.
Sexual orientation			✓	It is anticipated that there will be no redundancies as a result of the proposals in the report.
Other			✓	It is anticipated that there will be no redundancies as a result of the proposals in the report.

Does this EIA require a full impact assessment? Yes No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

5. What actions can be taken to mitigate any adverse impacts?

6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?

7. Monitoring arrangements

This EIA will be monitored as part of the development of a workforce plan for Business Excellence.

It will also be monitored as the new Business Excellence structure is implemented.

8. Action planning

You may wish to use the action plan template below

9. Publish the EIA

The EIA will be published via CMIS.

It will also be shared with trade unions.

Where can I get additional information, advice and guidance?

In the first instance, please consult the accompanying guide “Equality Impact Assessment Guidance”

Practical advice, guidance and support

Help and advice on undertaking an EIA or receiving training related to equalities legislation and EIAs is available to **all managers** across the council from officers within Improvement and Efficiency. The officers within in Improvement and Efficiency will also provide overview quality assurance checks on completed EIA documents.

Please contact:

Kashmir Singh - 0121 569 3828