

# Equality Impact Assessment

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**Version 3: January 2013**

Title of proposal <i>(include forward plan reference if available)</i>	Transformation Programme for 'Law and Governance Directorate'
Directorate and Service Area	Director – Monitoring Officer Directorate, Resources
Name and title of Officers completing this EIA	Mark Satchwell Service Manager Registration Services Resources  Paul Haden Service Manager, Service Improvement Resources
Contact Details	0121 569 3264  0121 569 6700  0121 569 3471
Partners involved with the EIA where jointly completed	N/A
Date EIA completed	18 December 2018
Date EIA signed off or agreed by Director or Executive Director	18 December 2018
Name of Director or Executive Director signing off EIA	Surjit Tour Director – Monitoring Officer Resources
Date EIA considered by Cabinet Member	18 December 2018

**1. The purpose of the proposal or decision required**

**(Please provide as much information as possible)**

The report seeks approval for a revised structure for Law and Governance as the basis for formal consultation with employees and Trade Unions. Subject to the outcome of consultation, the proposed restructure (as amended if applicable) will be implemented by 1<sup>st</sup> July 2019.

The proposals also seek a change in the name of the directorate to “law and Governance” along with a title change for the Director from “Director – Monitoring Officer” to “Director of Law and Governance and Monitoring Officer”.

The Director, with his managers, have undertaken a review of the directorate to identify the business need. To meet that need, it is necessary to review the resources within the directorate, particularly the current staffing resource, to ensure they are effectively aligned to meet the identified business need.

The proposed new structure is part of a wider transformation programme for Law and Governance which includes a new mission statement, refreshed set of values and key working principles all of which are considered building blocks for moving the directorate forward. This approach is underpinned by a Transformation programme that focuses on the Digital Agenda, Sound Financial Management and Insight/Emotional Intelligence.

The approach adopted creates the opportunity to develop a skilled and flexible workforce that is capable of meeting the needs of the business and has the ability to support the delivery of Vision 2030.

The proposals recognise the significant financial challenge facing the directorate and includes solutions to address this issue.

The new structure is proposed around the three themes of Democracy, Registration and Legal and Assurance.

The current structure has 173 employees (including vacancies) in its budgeted establishment and the proposed structure has 161 employees. There will be an overall reduction of 12 posts. All proposed job descriptions have been evaluated and grades confirmed.

The proposals address long standing unachievable income targets, significantly reduce external legal expenditure, delivery greater efficiencies and with some corporate financial support (to help address the cost of

supporting the Children's Trust), the proposals address a £940,000 budget deficiency within the directorate.

## **2. Evidence used/considered**

An analysis of the workforce in the current structure is given below.

The final outcome and impact on any specific groups will not be known until the consultation, final job matching exercise and selection processes are completed. However, the initial analysis strongly indicates that the proposals will not adversely impact on any groups with protected characteristics.

Below is a detailed breakdown of the workforce profile of Law and Governance on an overall basis and by service areas namely Democracy (which includes Committee Services, Electoral Services and Civic & Member Services), Registration Services and Legal & Assurance, and Senior Management.

### **Overall**

Analysis of the workforce profile of the current Director – Monitoring Officer directorate shows the following:

- Women make up 51% of the workforce
- 7 members of staff consider themselves to have a disability
- 34 members of staff are from an ethnic minority background
- 47% of staff are 50 and over

## Law and Governance EIA Characteristics @ 7<sup>TH</sup> December 2018

### Overall Law and Governance @ 7<sup>th</sup> December 2018

Grade	Number in Current structure	Gender	Ethnicity	Disability	Age
Hay	2	1 Male 1 Female	2 White British	2 Not Disabled	1 aged 35-39 1 aged 45-49
J	4	1 Male 2 Female 1 Vacant	2 White British 1 Ethnic Minority	3 Not disabled	1 aged 35-39 1 aged 45-49 1 aged 50-54
I	7	4 Male 2 Female 1 Vacant	2 White British 4 Ethnic Minority	6 Not disabled	1 aged 40-44 4 aged 45-49 1 aged 50-54
H	21	8 Male 13 Female	7 White British 12 Ethnic Minority 2 Unknown Ethnicity	1 Disabled 19 Not Disabled 1 Unknown disability status	6 aged 35-39 3 aged 40-44 4 aged 45-49 2 aged 50-54 4 aged 55-59 2 aged 60-64
G	12	4 Male 8 Female	11 White British 1 Ethnic Minority	1 disabled 10 Not disabled 1 Unknown disability status	2 aged 30-34 5 aged 45-49 4 aged 50-54 1 aged 55-59
F	23	7 Male 15 Female 1 Vacant	19 White British 3 Ethnic Minority	2 disabled 19 Not disabled 1 unknown disability status	2 aged 25-29 3 aged 30-34 6 aged 35-39

Grade	Number in Current structure	Gender	Ethnicity	Disability	Age
					3 aged 40-44 1 aged 45-49 3 aged 50-54 2 aged 55-59 2 aged 60-64
E	33	11 Male 22 Female	26 White British 7 Ethnic Minority	33 Not disabled	1 aged 20-24 1 aged 30-34 2 aged 35-39 5 aged 40-44 7 aged 45-49 6 aged 50-54 6 aged 55-59 5 aged 60-64
D	56	26 Male 22 Female 8 Vacant	43 White British 5 Ethnic Minority	3 Disabled 45 Not disabled	1 aged 16-19 5 aged 20-24 6 aged 30-34 5 aged 35-39 1 aged 40-44 7 aged 45-49 5 aged 50-54 8 aged 55-59 10 aged 60-64
C	1	1 Female	1 White British	1 Not disabled	1 aged 40-44
B	0	-	-	-	-

Grade	Number in Current structure	Gender	Ethnicity	Disability	Age
A	8	5 Male 3 Vacant	5 White British	5 Not disabled	1 aged 20-24 1 aged 45-49 1 aged 50-55 2 aged 55-59
Apprentices	6	3 Male 3 Female	6 White British	6 Not disabled	5 aged 20-24 1 aged 25-29
<b>Total</b>	<b>173</b>	<b>70 Male 89 Female 14 Unknown / Vacant</b>	<b>124 White British 33 Ethnic Minority 2 Unknown Ethnicity</b>	<b>7 Disabled 149 Not disabled 3 unknown disability status</b>	<b>1 aged 16-19 12 Aged 20-24 3 Aged 25-29 12 Aged 30-34 21 Aged 35-39 14 Aged 40-44 31 Aged 45-49 22 Aged 50-54 23 Aged 55-59 19 Aged 60-64</b>

## Democracy

### Committee Services

<b>Grade</b>	<b>Number</b>	<b>Gender</b>	<b>Ethnicity</b>	<b>Disability</b>	<b>Age</b>
H	1	1 Female	1 Ethnic Minority	1 Not Disabled	1 aged 35-39
G	1	1 Female	1 White British	1 Not disabled	1 aged 45-49
F	5	1 Male 3 Female 1 Vacant	4 White British 1 Vacant	4 Not disabled 1 Vacant	1 aged 35-39 1 aged 40-44 1 aged 50-54 1 aged 60-64 1 Vacant
E	2	1 Male 1 Female	2 White British	2 Not Disabled	1 aged 20-24 1 aged 35-39
D	3	1 Female 2 Vacant	1 Ethnic Minority	1 Not disabled	1 aged 20-24
<b>Total</b>	<b>12</b>	<b>2 Male 7 Female 3 Vacant</b>	<b>7 White British 2 Ethnic Minority 3 Vacant</b>	<b>9 Not disabled 3 Vacant</b>	<b>2 Aged 20-24 3 Aged 35-39 1 Aged 40-44 1 Aged 45-49 1 Aged 50-54 1 Aged 60-64 3 Vacant</b>



## Electoral Services

<b>Grade</b>	<b>Number</b>	<b>Gender</b>	<b>Ethnicity</b>	<b>Disability</b>	<b>Age</b>
H	1	1 Female	1 White British	1 Not disabled	1 aged 40-44
F	1	1 Female	1 White British	1 Not disabled	1 aged 25-29
E	4	1 Male 3 Female	3 White British 1 Ethnic Minority	4 Not disabled	2 aged 45-49 1 aged 55-59 1 aged 60-64
<b>Total</b>	<b>6</b>	<b>1 Male 5 Female</b>	<b>5 White British 1 Ethnic Minority</b>	<b>6 Not disabled</b>	<b>1 aged 25-29 1 aged 40-44 2 aged 45-49 1 aged 55-59 1 aged 60-64</b>

## Civic & Member Services

<b>Grade</b>	<b>Number</b>	<b>Gender</b>	<b>Ethnicity</b>	<b>Disability</b>	<b>Age</b>
I	1	1 Male	1 White British	1 Not disabled	1 aged 50-54
G	1	1 Female	1 White British	1 Unknown disability status	1 aged 45-49
E	2	2 Male	1 White British 1 Ethnic Minority	2 Not disabled	1 aged 50-54 1 aged 60-64
D	4	1 Male 2 Female 1 Vacant	3 White British	3 Not disabled	1 aged 35-39 1 aged 45-49 1 aged 55-59
<b>Total</b>	<b>8</b>	<b>4 Male 3 Female 1 Vacant</b>	<b>6 White British 1 Ethnic Minority</b>	<b>6 Not disabled 1 Unknown disability status</b>	<b>1 aged 35-39 2 Aged 45-49 2 aged 50-54 1 aged 55-59 1 aged 60-64</b>

## Legal & Assurance

Grade	Number in Current structure	Gender	Ethnicity	Disability	Age
J	4	1 Male 2 Female 1 Vacant	2 White British 1 Ethnic Minority	3 Not disabled	1 aged 35-39 1 aged 45-49 1 aged 50-54
I	5	3 Male 1 Female 1 Vacant	4 Ethnic Minority	4 Not disabled	1 aged 40-44 3 aged 45-49
H	19	8 Male 11 Female	6 White British 11 Ethnic Minority 2 Unknown ethnicity status	1 Disabled 17 Not disabled 1 Unknown disability status	5 aged 35-39 2 aged 40-44 4 aged 45-49 2 aged 50-54 4 aged 55-59 2 aged 60-64
G	5	2 Male 3 Female	4 White British 1 Ethnic Minority	5 Not disabled	2 aged 45-49 3 aged 50-54
F	13	4 Male 9 Female	10 White British 3 Ethnic Minority	13 Not disabled	3 aged 30-34 5 aged 35-39 2 aged 40-44 2 aged 50-54 1 aged 55-59
E	6	1 Male 5 Female	4 White British 2 Ethnic Minority	6 Not disabled	1 aged 30-34 2 aged 40-44 1 aged 45-49 1 aged 50-54

Grade	Number in Current structure	Gender	Ethnicity	Disability	Age
					1 aged 55-59
D	12	3 Male 7 Female 2 Vacant	3 Ethnic Minority 7 White British	9 Not disabled 1 Disabled	1 aged 20-24 1 aged 30-34 2 aged 45-49 3 aged 50-54 1 aged 55-59 2 aged 60-64
<b>Total</b>	<b>64</b>	<b>22 Male 38 Female 4 Vacant</b>	<b>33 White British 25 Ethnic Minority 2 Unknown ethnicity status</b>	<b>2 Disabled 57 Not disabled 1 Unknown disability status</b>	<b>1 aged 20-24 5 aged 30-34 11 aged 35-39 7 aged 40-44 13 aged 45-49 12 aged 50-54 7 aged 55-59 4 aged 60-64</b>

## Registration Services

Grade	Number in Current structure	Gender	Ethnicity	Disability	Age
I	1	1 Female	1 White British	1 Not disabled	1 aged 45-49
G	5	3 Female 2 Male	5 White British	1 Disabled 4 Not disabled	2 aged 30-34 1 aged 45-49 1 aged 50-54 1 aged 55-59
F	4	2 Male 2 Female	4 White British	2 disabled 1 Not disabled 1 Unknown disability status	1 aged 25-29 1 aged 45-49 1 aged 55-59 1 aged 60-64
E	19	6 Male 13 Female	16 White British 3 Ethnic Minority	19 Not disabled	1 aged 35-39 3 aged 40-44 4 aged 45-49 4 aged 50-54 4 aged 55-59 3 aged 60-64
D	37	22 Male 12 Female 3 Vacant	33 White British 1 Ethnic Minority	2 Disabled 32 Not disabled	1 aged 16-19 3 aged 20-24 5 aged 30-34

Grade	Number in Current structure	Gender	Ethnicity	Disability	Age
					4 aged 35-39 1 aged 40-44 4 aged 45-49 2 aged 50-54 6 aged 55-59 8 aged 60-64
C	1	1 Female	1 White British	1 Not disabled	1 aged 40-44
A	8	5 Male 3 Vacant	5 White British	5 Not disabled	1 aged 20-24 1 aged 45-49 1 aged 50-54 2 aged 55-59
Apprentices	6	3 Male 3 Female	6 White British	6 Not disabled	5 aged 20-24 1 aged 25-29
<b>Total</b>	<b>81</b>	<b>40 Males 35 Females 6 Unknown / Vacant</b>	<b>71 White British 4 Ethnic Minority</b>	<b>69 Not disabled 5 disabled 1 Unknown disability status</b>	<b>1 aged 16-19 9 aged 20-24 2 aged 25-29 7 aged 30-34 5 aged 35-39 5 aged 40-44</b>

Grade	Number in Current structure	Gender	Ethnicity	Disability	Age
					<b>12 aged 45-49</b> <b>7 aged 50-54</b> <b>14 aged 55-59</b> <b>12 aged 60-64</b>

### Senior Management

Grade	Number in Current structure	Gender	Ethnicity	Disability	Age
Hay	2	1 Male 1 Female	2 White British	2 Not Disabled	1 aged 35-39 1 aged 45-49
<b>Total</b>	<b>2</b>	<b>1 Male 1 Female</b>	<b>2 White British</b>	<b>2 Not Disabled</b>	<b>1 aged 35-39 1 aged 45-49</b>

## Summary of Grade movement of current budgeted establishment (net vacancies) to proposed structure

### Law and Governance Overall

Grade	Current	Proposed	% change
Hay	2	3	50%
J	3	3	0%
I	6	14	133%
H	21	11	-48%
G	12	17	42%
F	23	20	-13%
E	33	35	6%
D	51	43	-16%
C	1	1	0%
B	0	0	0%
A	8	8	0%
Apprentices	6	6	0%
<b>Total</b>	<b>166*</b>	<b>161</b>	<b>-3%</b>

*\*NB Currently 7 vacant posts overall in overall structure and excluded from the 'Current' total figure.*

*The analysis above shows that after discounting vacancies there is a net overall reduction of 5 posts. It also shows there are a number of opportunities for promotion in most service areas*

### Committee Services

Grade	Current	Proposed	% change
I	0	1	100%
H	1	0	-100%
G	1	3	200%
F	5	4	-20%
E	2	2	0%
D	1	2	100%
<b>Total</b>	<b>10</b>	<b>12</b>	<b>20%</b>

*Currently 2 vacant posts overall in Committee Services structure and there will be promotion opportunities within the team*



## Electoral Services

Grade	Current	Proposed	% change
H	1	1	0%
G	0	1	100%
F	1	0	-100%
E	4	2	-50%
<b>Total</b>	<b>6</b>	<b>4</b>	<b>-33%</b>

*The net effect for the team is an overall reduction of two posts.*

## Civic & Member Services

Grade	Current	Proposed	% change
I	1	1	0%
H	0	0	0%
G	1	1	0%
F	0	1	100%
E	2	4	100%
D	3	0	-100%
<b>Total</b>	<b>7</b>	<b>7</b>	<b>0%</b>

*Currently 1 vacant post overall in Civic & Member Services structure  
 The net effect for the team is a reduction of one post. The revised structure reflects new and additional workstream associated with the member Development Programme and the continuous improvement of the Civic function. There will be promotion opportunities within the team*

## Legal & Assurance

Grade	Current	Proposed	% change
J	3	3	0%
I	4	10	150%
H	19	10	-47%
G	5	7	40%
F	13	11	-15%
E	6	8	33%
D	10	6	-40%
<b>Total</b>	<b>60</b>	<b>55</b>	<b>-8%</b>

*Currently 4 vacant posts overall in Legal & Assurance structure  
 The net effect for the team is an overall reduction of five posts but there will be promotion opportunities within the team*

## Registration Services

Grade	Current	Proposed	% change
I	1	2	100%
G	5	5	0%
F	4	4	0%
E	19	19	0%
D	37	35	-5%
C	1	1	0%
A	8	8	0%
Apprentices	6	6	0%
<b>Total</b>	<b>81</b>	<b>80</b>	<b>-1%</b>

*Creation of one additional Grade I post and the reduction of 2 Grade D vacant posts*

## Senior Management

Grade	Current	Proposed	% change
Hay	2	3	50%
<b>Total</b>	<b>2</b>	<b>3</b>	<b>50%</b>

*Creation of one additional Service Manager post for Democracy*

### 3. Consultation

Informal consultation on proposed structural changes and selection process has been carried out with Trade Union representatives and affected staff within Law and Governance:

- Staff briefings on proposed structure and selection process.
- Offer of one-to-one/small group sessions with senior management and Human Resources to discuss issues, queries and concerns.
- Regular meetings with Trade Unions throughout the process.
- Intranet site, which is regularly updated including Frequently Asked Questions available to all staff
- Feedback to staff at the end of the consultation period.

Formal consultation on the proposed structure, job descriptions and personal specifications and the selection process will commence in the coming weeks.

After the consultation period, all feedback will be co-ordinated and built into the final structure and selection process. This will then be reported back to staff and Trade Unions.

### 4. Assess likely impact

It is assessed that the proposals will have no adverse impact or detrimental effect on the services delivered externally to members of the public or on internal services who use Law and Governance. On the contrary, the proposals will lead to improved services.

It is also assessed that the re-structure is highly unlikely to have an adverse impact on the Law and Governance workforce with protected characteristics; while acknowledging that the full impact of the re-structuring proposals cannot be determined until the outcome of the consultation and selection process is known.

The above assessment is made as the reduction in staffing is 6% of the current establishment in Law and Governance and reduces to only 2% when current vacant posts are discounted.

The proposed processes around consultation and selection will be open, fair and transparent, and adhere to council policies which ensure activity will be compliant with employment and equalities legislation. This will ensure all impacted employees will have the opportunity to participate in the consultation and selection process.

Whilst the restructure will not be asking for volunteers for early retirement or volunteers for redundancy employees can discuss their individual circumstances with their manager

The Planned Leavers Scheme is still available and any employee interested in this should discuss with their manager in the first instance.

The jobs promise is due to come to an end on 31<sup>st</sup> March 2019 and as such will only cover employees who are formally displaced prior to this date. The Council will still provide support to employees facing redundancy and seek to find them suitable alternative roles where possible.

Any displaced employees following the selection process, will be supported by the HR Transition Service

**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?)
<b>Age</b>			✓	New posts will be ringfenced to Law and Governance staff only at the first time of asking, and the selection process will follow the council's policies. 'Slotting in' will take place if there is sufficient matching between the current and proposed job roles and there is capacity in the new structure.
<b>Disability</b>			✓	Those officers who identify themselves as having a disability will be offered the same opportunity to apply for roles as all staff within the service, including being subject to 'slotting in' where appropriate. Selection will follow the council's policies and be made based on performance in a transparent process that has been agreed with Trade Unions and affected staff. Arrangements will be made to ensure those

				staff who require assistance or additional support are able to participate in the selection process in a fair and transparent way.
<b>Gender reassignment</b>			✓	<p>There is no evidence to suggest that this group will be adversely affected and any interventions are required by the proposals in this report.</p> <p>Applications will be sought from all officers wishing to participate in the process. 'Slotting in' will take place if there is sufficient matching between the current and proposed job roles and there is capacity in the new structure. Selection will be made based on performance in a transparent process that has been agreed with Trade Unions and affected staff.</p>
<b>Marriage and civil partnership</b>			✓	<p>There is no evidence to suggest that this group will be adversely affected and any interventions are required by the proposals in this report.</p> <p>Applications will be sought from all officers wishing to participate in the process. 'Slotting in' will take place if there is sufficient matching between the current and proposed job roles and there is capacity in the new structure. Selection will be made based on performance in a transparent process that has been agreed with Trade Unions and affected staff.</p>
<b>Pregnancy and maternity</b>			✓	<p>There is no evidence to suggest that this group will be adversely affected and any interventions are required by the proposals in this report.</p> <p>Any member of staff who is on maternity leave and matches to a post will be automatically slotted into that post, even if the post is over subscribed</p>

<b>Race</b>			✓	<p>There is no evidence to suggest that this group will be adversely affected and any interventions are required by the proposals in this report.</p> <p>Applications will be sought from all officers wishing to participate in the process. 'Slotting in' will take place if there is sufficient matching between the current and proposed job roles and there is capacity in the new structure. Selection will be made based on performance in a transparent process that has been agreed with Trade Unions and affected staff.</p>
<b>Religion or belief</b>			✓	<p>There is no evidence to suggest that this group will be adversely affected and any interventions are required by the proposals in this report.</p> <p>Applications will be sought from all officers wishing to participate in the process. 'Slotting in' will take place if there is sufficient matching between the current and proposed job roles and there is capacity in the new structure. Selection will be made based on performance in a transparent process that has been agreed with Trade Unions and affected staff.</p>
<b>Sex</b>			✓	<p>There is no evidence to suggest that this group will be adversely affected and any interventions are required by the proposals in this report.</p> <p>Applications will be sought from all officers wishing to participate in the process. 'Slotting in' will take place if there is sufficient matching between the current and proposed job roles and there is capacity in the new structure. Selection will be made based on performance in a transparent process that has been agreed with Trade Unions and affected staff.</p>

<b>Sexual orientation</b>			✓	<p>There is no evidence to suggest that this group will be adversely affected and any interventions are required by the proposals in this report.</p> <p>Applications will be sought from all officers wishing to participate in the process. 'Slotting in' will take place if there is sufficient matching between the current and proposed job roles and there is capacity in the new structure. Selection will be made based on performance in a transparent process that has been agreed with Trade Unions and affected staff.</p>
<b>Other</b>				<b>NA</b>

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?**

N/A

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

N/A

**7. Monitoring arrangements**

N/A

**8. Action planning**

N/A





**9. Publish the EIA**

N/A

## **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 Resources. The officers within Resources will also provide overview quality assurance checks on completed EIA documents.

**Please contact:**

Kashmir Singh - 0121 569 3828