

Equality Impact Assessment Toolkit (January 2021)

Section 1: Your details

EIA lead Officer: Tony Williams

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Head of Section: Tony Williams

Chief Officer: Tony Williams

Directorate: Resources

Date: 15/02/23

Section 2: What Council proposal is being assessed?

Apply vacancy factor to pay budgets to achieve saving of £2,300,000

Section 2a: Will this EIA be submitted to a Committee meeting?

Yes / No

If 'yes' please state which meeting and what date

Policy and Resources Committee on 15 February 2023

Hyperlink to where your EIA is/will be published on the Council's website <https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

None (please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
Workforce	There is no positive or negative impact on the workforce arising from this policy change.	N/A	n/a	n/a	n/a

Section 4a: Where and how will the above actions be monitored?

Progress against achievement of this option will be monitored through the Council's financial monitoring processes.

Section 4b: If you think there is no negative impact, what is your reasoning behind this?

This is policy change to the way the Council's manages its staffing budget.

The Council currently budgets on the basis that all posts on the staffing are filled at all times of the year. This is not the case as at any one time there are vacant posts arising from natural turnover of staff. When staff do leave their post and a replacement recruited there can be a period of time where the post is vacant

This policy changes builds assumptions from levels of turnover into the staffing budget allocated to directorates. It supports the current vacancy and recruitment controls already in place.

This policy does not impact on current employees.

Section 5: What research / data / information have you used in support of this process?

Analysis of employee turnover levels in previous years to predict level of future saving.

Section 6: Are you intending to carry out any consultation with regard to this Council proposal?

No.

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why: There is no requirement for consultation on this proposal as it does not impact on staff or public.

(please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 7: How will consultation take place and by when?

Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing.

Section 8: Have you remembered to:

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to engage@wirral.gov.uk via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**