

# Equality Impact Assessment Toolkit (January 2021)

## **Section 1: Your details**

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**Head of Section:** Paul Satoor

**Chief Officer:** Shaer Halewood

**Directorate:** Resources

**Date:** 1 February 2023

## **Section 2: What Council proposal is being assessed?**

Review of Enabling (back office) Services across the council. This is a developing proposal and the equality assessment may be revisited and amended when issues or impacts emerge. The review will consider where enabling services are spread out across council services, the potential to bring them together in one centralised place to ensure efficiencies can be gained and economies of scale can be made by reducing the number of posts. There will be a number of themes and each theme will be headed up by a Senior Responsible Officer (SRO). Once the SRO's are confirmed and the Project Governance in place, a separate EIA may then be compiled for each theme, if required.

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

**Yes / No**

**If 'yes' please state which meeting and what date**

No but will form background for Policy & Resources Committee on 15 February and Full Council 27 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](mailto: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.

<b>Which group(s) of people could be affected</b>	<b>Potential positive or negative impact</b>	<b>Action required to mitigate any potential negative impact</b>	<b>Lead person</b>	<b>Timescale</b>	<b>Resource implications</b>
Workforce	Positive – as staff exit the authority, posts will not be filled on an as is basis but there maybe an opportunity for restructures to take place to ensure services are fit for purpose. In this case, there maybe career opportunities for other staff working within those services who might want to apply for new posts		Shaer Halewood	During 2023/24	HR resource required for restructuring
Workforce	Negative – as staff exit the authority, posts will not be filled an this may place undue stress and strain on the workforce in a perception that they will be required to pick up additional work or duties	Posts will only be deleted where there is no ongoing business need for the service to be provided in the same way that the exited postholder undertook the work. In some cases, functions can be ceased as there is no statutory	Shaer Halewood	During 2023/24	HR resource required for changes to function, digital resource required to implement new

		requirement to provide them, they can be digitalised with no human resource required, they may be made more efficient or joined up with other work if still required and they may be reduced. In all of these cases this will mitigate any additional duties being placed on remaining staff to carry out extra work			solutions, managers/HoS time required to redesign services
Residents Customers Communities Other (as described above)	Neutral– as services are redesigned this may provide a better experience for residents to engage with the council, mainly through digitalisation as they will be able to interact more quickly and gain faster resolutions.		Shaer Halewood	During 2023/24	HR resource required for changes to function, digital resource required to implement new solutions, managers/HoS time required to redesign services
Residents Customers Communities Other (as described above)	Neutral – as services are redesigned this may provide a better experience for residents to engage with the council, as they may find that where some non-statutory services are discontinued, more focus and priority can be placed on statutory and priority services and this may result in a better interaction with the council in a faster and more effective manner		Shaer Halewood	During 2023/24	HR resource required for changes to function, digital resource required to implement

					new solutions, managers/HoS time required to redesign services
Residents Customers Communities Other (as described above)	Neutral – services maybe reduced or ceased as a result of less staff and some of the groups listed may not be able to access the same functions, services and/or same level of service than previously able access. Any service redesign will be as accessible as possible and equality implications will be considered at all stages	In determining whether posts can be deleted and not replaced, each Director will have undertaken an analysis of business need for the service or function. This will be based on a number of factors including, whether the council has to provide the service, whether it is in line with its core priorities, whether there is a better way of providing the service. No posts will be deleted if there is a genuine and continuous business need to provide the service or function in the same way as was previously provided. In terms of service redesign, this will be consulted on and communicated in advance of services being changed and the reason for this, and this will generally, but not always to ensure other statutory services that the council has to provide can	Shaer Halewood	During 2023/24	

		be protected			
Residents Customers Communities Other (as described above)	Neutral – some services may be digitalised as a result of any service redesign and some of the people may not have able to use digital tools to gain the service they require	In determining whether serviced can be digitalised each Director will have undertaken an analysis of the service or function and the impact of digitalisation. Equality implications will be considered alongside digitisation strategies and any service will be as accessible as possible and may include alternative methods of access	Shaer Halewood	During 2023/24	Digital resource required to implement new solutions

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

The review has an operational and strategic group while the projects are in progress and will be reported as part of this project and programme governance. Once the outcome of each of the review is known, the output will be reported through normal business as usual new/as is functions and reported through performance monitoring in the usual way.

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

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

Individual Managers/Directors have determined whether posts can be deleted from their services given due regard to business need. Legal duties will have been consulted as to whether functions are mandatory/statutory in determining whether they can be redesigned, reduced, ceased. When restructures take place managers will assess the design of the new structure based on business need an any intelligence, benchmarking and other information available to make these decisions. Equality implications will be considered and assessed at all stages from service design to delivery

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

Yes

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why:

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

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

Before the proposal is agreed, as part of the 2023/24 budget consultation process. This closed in January 2023. Each workstream may have specific staff consultation, if required and this will be planned as part of each project once they get underway.

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto: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](mailto: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](mailto: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](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**