

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: 06/02/23

Section 2: What Council proposal is being assessed?

Payroll Saving from 23/24 Budget

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	Deletion of one post following EVR and removal of hours from vacant posts	As this relates specifically to one post – this has no adverse impact or additional workload to existing employees.	n/a	n/a	n/a

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

The post will be deleted when employee leaves the Council on VS/EVR. The hours from other posts will also be removed.

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

This proposal relates to 60k savings from the Payroll Team budget in 23/24 through the reduction of one post which will be achieved from a VS/EVR request and also through the deletion of vacant hours from other posts in the establishment. There is some minor re-organisation of work required.

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

Payroll Team Manager has undertaken an assessment of workloads and demands on the Payroll Team. This can be subject to variation and resources are moved around to deal with peaks and troughs in transactional activity.

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. Relevant staff are aware of the proposals and trade unions informed that saving would be achieved through VS/EVR.

(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?**