

Equality Impact Assessment Toolkit (January 2021)

Section 1: Your details

EIA lead Officer: Jake Williams

Email address: jakewilliams4@wirral.gov.uk

Head of Section: Nicki Butterworth

Chief Officer: Paul Satoor

Directorate: Neighbourhoods

Date: 26.01.2023

Section 2: What Council proposal is being assessed?

Neighbourhoods Review - Restructure/EVR & Vacancies management to achieve £100K from Medium Term Financial Plan. This includes the £25K for the removal of vacancies from School Crossings, and the £50k income from staff holidays/sabbaticals

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

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

Policy and Resource Committee 15th 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/equality-impact-assessments-budget-proposals-2023-24>

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

- X **Services**
- X **The workforce**
- X **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
All groups (workforce)	Negative – Should the offering of EVRs be targeted at individuals with protected characteristics.	Ensure that the Council's Redundancy and Redeployment Policy is properly enforced during the process of targeting, offering and processing EVRs, therefore ensuring that the selection process for offering EVRs is based on factors not related to protected characteristics, other than age.	Nicola Butterworth	01/04/23 – 31/03/24	No resource implications as resources used to offer and process EVRs is part of day to day business.
All groups (workforce)	Negative impact should there be increases in workload for council employees, including those belonging to protected groups, to compensate for loss of staff.	Ensure regular manager-employee check-ins take place to allow managers to monitor mental wellbeing of employees and allow	Nicola Butterworth	01/04/23 – 31/03/24	No resource implications

		employees to raise concerns regarding workload. Ensure flexitime continues to be utilised to offset any excess working hours, and that the accrual of excessive flexitime alerts managers to discuss with the employee their workload, or the need for improving the employee's time management.			
All groups (services/communities)	Negative should the loss of staff lead to a reduction in the council's ability to deliver services which benefit or support individuals belonging to protected groups.	Resident satisfaction and Key Performance Indicators for services, including services pertinent to protected groups, will be monitored through the council's already established performance monitoring mechanisms. This will enable the council to monitor service performance and implement changes ahead of time to ensure that the quality of services does not drop below an acceptable standard.	Nicola Butterworth	01/04/23 – 31/03/24	No resource implications.

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

The lead person will delegate responsibility to Human Resources to ensure that the council's Redundancy and Redeployment Policy is properly enforced. The lead person will liaise with Human Resources through pre-existing strategies and mechanisms to monitor employee mental health, ensure that regular check-ins are taking place, and that feedback regarding workload is being monitored. Should the findings of these monitoring mechanisms indicate a drop in employee mental wellbeing due to changes in workload, the lead person will liaise with Human Resources and managers to address these issues. Such reviews will take place on an ongoing basis as part of regular check-ins. Additionally, the lead person will be responsible for liaising with assistant directors and heads of services to ensure that service KPIs are being met, including those for services which protected groups benefit from, and if not, that strategies are put into place to address this. This will occur on a quarterly basis.

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?

Financial and service data has been utilised to build the business case and EIA.

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

Yes – (please delete as appropriate)

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 for publishing)

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

Should the proposal be approved, consultation with affected staff and Trade Unions will take place with dates to be established.

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?**