

# Equality Impact Assessment Toolkit

## (January 2021)

### **Section 1: Your details**

**EIA lead Officer:** Jake Williams

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**Head of Section:** Nicki Butterworth

**Chief Officer:** Paul Satoor

**Directorate:** Neighbourhoods

**Date:** 26.01.2023

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

Leisure Services Review – extension of previous years saving. Transformational package using evidence-based approach to create efficiencies within the service, such as staff working practises, commissioning and procurement services.

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

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

Policy and Resources Committee 15<sup>th</sup> 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**
- 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>
All groups	Negative – any changes made through the service review could lead to a reduced service provision for residents, including those belonging to protected groups.	Endeavour to pursue changes that will not deteriorate the quality of service provided. The service will be continually monitored for effectiveness. Resident satisfaction and KPIs 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	Andy McCartan	23/24 Financial Year	Officers required to conduct service review.

		ensure that the quality of services does not drop below an acceptable standard.			
Workforce	Negative – any efficiencies identified could lead to increased workloads for existing staff, including those belonging to protected groups.	Ensure regular manager-employee check-ins take place to allow managers to monitor mental wellbeing of employees and allow 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/productivity. Ensure EVRs are not offered to those employees whose exiting of employment for the council would dramatically increase workload for other employees.	Andy McCartan	23/24 Financial Year	Management, HR & OD support will be required

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

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. 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?**

N/A

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

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

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

Yes

(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?**

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](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?**