

# Equality Impact Assessment Toolkit (January 2021)

## **Section 1: Your details**

**EIA lead Officer:** Jake Williams

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**Head of Section:** Nicola Butterworth

**Chief Officer:** Paul Satoor

**Directorate:** Neighbourhoods

**Date:** 26.01.2023

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

Reduction in Sundry Spends across Neighbourhoods - Reduction in sundry spends across Parks, Transport and Highways of £20K from each service. It is intended that the reduction from the Parks sundry budget will be from environmental health for furniture and material, trading standards, coastal protection, parks and countryside, cemetery and cremations, and waste and environment. The Highways sundry spends reduction will come from the telephone comms for traffic management and control. Lastly, the reduction in the transport sundry spends will come from the community patrol equipment.

## **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)

- 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>
All (services)	Negative – May lead to a perceived reduction in service quality across all affected services, including those residents belonging to protected groups.	Reduction in sundry spends budget will be met with increased efficiencies thereby not reducing service quality. The services will additionally be continually monitored for effectiveness. Resident satisfaction and Key Performance Indicators (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	Neighbourhood Services Directorate Management Team (DMT)	23/24 Financial Year	Officers required to conduct service review.

		performance and implement changes ahead of time to ensure that the quality of services does not drop below an acceptable standard. Additionally, managers will be informed that they can utilise overspends, but only in the case of an emergency to mitigate against any significant impacts to residents, should in the unlikely event they occur.			
All (communities)	Negative – perceived unlikely risk that a change in sundry spends across the service may lead to a reduction in resident safety, including those belonging to protected groups, particularly regarding spending for services such as coastal protection, traffic management etc...	Risk assessments will be conducted prior to any changes proposed aiming to reduce sundry spending to ensure resident safety is not compromised. Managers will be made aware that overspends can be utilised on an emergency basis, including to avert the compromising of resident safety	Neighbourhood Services DMT	23/24 Financial Year	No additional resource required as conducting risk assessments is standard practice.
All (workforce)	Negative – staff may face constraints on purchasing equipment, uniform or other sundry expenditures.	The reduction in spending will be clearly communicated to staff ahead of time to allow forward planning with resources available. The Council will continue to provide staff with all the equipment, uniform, and	Neighbourhood Services DMT	23/24 Financial Year	A review may be required of existing resources to ensure staff are equipped and prepared for the 23/24 Financial

		<p>sundry items as it is legally obligated to do so, and as it has agreed with the Trade Unions.</p> <p>Any equipment relating to reasonable adjustments will not be affected.</p>			<p>Year with the reduction. Manager time may be required to communicate the reduction in spending to staff, although this is likely to be minimal. HR colleagues may be required to advise on any proposed changes regarding equipment or uniform.</p>
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**Section 4a: Where and how will the above actions be monitored?**

Actions will be monitored by the respective assistant directors in 6 months' and 12 months' time to ensure they are being implemented. This will be done through assistant directors consulting with service managers regarding any issues related to staff. Should issues regarding staff be noted as a result of a reduction in sundry spends, the relevant assistant director and service manager will liaise with HR and the employee to co-develop a strategy to overcome any issues, and set check up meetings to monitor the effectiveness on any interventions. In addition to discussions between assistant directors and service managers regarding service quality, conventional feedback pathways from residents will also be monitored on an ongoing basis to monitor any effects related to service quality. Should issues be noted, the assistant director and service managers will liaise to develop and implement interventions to remediate any drop in service quality. This will be reviewed on an ongoing basis as part of the business-as-usual service quality monitoring. Assistant directors will also be responsible for ensuring that the proper risk assessments are conducted prior to service changes as appropriate, as is routine procedure and as is reviewed through the Council's routine health and safety systems.

**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 information 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

**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?**

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?**