

# **Equality impact assessment form**

**Directorate: Communities and Place**

**Service area: Libraries**

**Name of policy, strategy, review or function being  
assessed: Library Service Restructure**

**Date of assessment: 15/3/2018**

**Name of Director/Head of Service signing it off  
Peter Ireson**

**Decision of Cabinet, Personnel Committee or Chief  
Officer Group**

October 2017



Derby City Council



## **Equality impact assessment – please read this section first before you do the assessment**

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people and **before** that decision is made.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality Duty** when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to do them.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

The protected characteristics are:

- age
- disability
- gender identity
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This completed form should be attached to any Chief Officer Group, Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring
- make sure you pay due regard to the requirements of the Public Sector Equality Duty.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. You also need to decide how and who you will consult with to help inform the equality impact assessment. Our Lead on Equality and Diversity can help with useful contacts – we have a team of people who are used to doing these assessments and can help with information on barriers facing particular groups and remedies to overcome these barriers.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website**. It is a public document so must not contain any jargon and be easy to understand.

Remember, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

## **Equality groups and protected characteristics**

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees and job applicants...

- Age equality – the effects on younger and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender identity – the effects on trans people
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non-belief equality – the effects on religious and cultural communities, customers and employees
- Sex equality – the effects on both men and women and boys and girls
- Sexual Orientation equality – the effects on lesbians, gay men and bisexual people

## **Contact for help**

Ann Webster – Lead on Equality and Diversity

[ann.webster@derby.gov.uk](mailto:ann.webster@derby.gov.uk)

Tel 01332 643722 Minicom 01332 640666 Mobile 07812301144

## The form

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays

If in doubt – it’s better and safer to do an Equality Impact Assessment than not to bother! You never know when we may get a legal challenge and someone applies for Judicial Review.

### **What’s the name of the policy you are assessing? Library Restructure**

#### **The assessment team**

Team leader’s job title – Head of Culture and Business Development

Other team members

<b>Job title</b>	<b>Organisation</b>	<b>Area of expertise</b>
Assistant Head of Libraries – Resources & Learning	DCC	Library Services
HR Advisor	DCC	Human Resource/Employment
Senior Operations Manager	DCC	Library Services

<b>Job title</b>	<b>Organisation</b>	<b>Area of expertise</b>
Senior Project Manager - Libraries	DCC	Project Management
Lead on Equality & Diversity	DCC	Equality

### **Step 1 – setting the scene**

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side tracked.

#### **1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.**

Under the Medium Term Financial Plan (MTFP), Libraries are required to absorb a further budget reduction of £648k. Savings on this scale, on top of those already made in previous years, cannot be achieved without transformational changes to the current service delivery model.

To help the Council find the best way of maintaining a Library Service that complies with the Public Libraries and Museums Act 1964 while delivering the necessary cost savings, a consultation was carried out with the public between November 2015 and February 2016. This „phase 1“ consultation, together with a range of demographic data and other information, was used to prepare a needs assessment. The consultation was available on-line and in paper form and in other languages and other formats. We also offered to arrange a focus group of Deaf people with BSL interpreters.

Four options for a new service delivery model were developed based on the needs assessment, and described in a Cabinet paper dated 3 August 2016. Cabinet agreed that all four options should be subject to a further, “phase 2” consultation, which took place between September and December 2016. This Cabinet report also included an outline Equality Impact Assessment on the options, as it was important for us to embed equality right from the beginning.

Following exhaustive analysis of the phase 2 consultation it was concluded that although one of the options (Option B) offered a good starting point, there were ways in which it could be improved. In response the Council developed proposals for another service delivery model, firmly rooted in Option B but with some amendments to accommodate, where appropriate, the responses to the findings of the phase 2 consultation. The new service delivery model is referred to as Option B *Plus*.

At Council Cabinet on 12 July 2017 the decision was made to approve option B plus as the new service delivery model for Derby Libraries. This sees ten of the existing libraries becoming Community Managed Libraries.

A staffing restructure is now required for the implementation of the approved new service delivery model.

**2 Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?**

The Library Service is part of the Leisure, Culture, and Tourism department, which in turn is part of the Communities and Place Directorate of Derby City Council.

Under Option B *Plus*, the Council will continue to run five libraries and Direct Help and Advice (DHA) take over the running of the other ten. The Central Library will also be closed and the new Riverside Library in the Council House opened.

**3 Who are the main customers, users, partners, employees or groups affected by this proposal?**

Employees within the Library Service.

The restructure will be undertaken following the Council's Consultation, Restructuring and Redundancy Policy.

Group consultation and, where appropriate individual consultation will be undertaken.

The Trade Unions will be kept informed and invited to all group consultation meetings

**Step 2 – collecting information and assessing impact**

**4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the**

**equality groups, such as accessible locations, interpreters and translations, accessible documents.**

An Equality Impact Assessment for the whole Library Strategic Review was undertaken and submitted to Council Cabinet on 12 July 2017.

All library staff have been kept informed of developments by way of a weekly bulletin. There have also been staff briefing sessions.

Senior Managers within Libraries have contributed toward the proposed structure and where appropriate have also contributed towards Job Description and Job Information Questions JIQs.

All new position have been assessed and graded by the Job Evaluation Team.

It is anticipated that formal consultation with staff will commence from mid-April 2018

**5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. If it's negative, fill in the mitigation section as well to explain how you are going to lessen the impact.**

**Age**

<b>What do you already know?</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Mitigation</b>
<p><b>Staff</b> The age profile of the library workforce is weighted towards older people: 35% of the Libraries workforce is aged 50-59, 25% is aged 60-69 and 4% are 70 or over. The restructuring and loss of jobs that will result from</p>		<p>The restructuring and loss of jobs that will result from implementing Option B <i>Plus</i> will impact disproportionately on older</p>	<p>We will follow the Council's Consultation, Restructuring and Redundancy Policy, which itself was subject to an Equality Impact Assessment. The Council's Equality, Dignity and Respect Policy 2017 states that it will:</p> <ul style="list-style-type: none"> <li>• recruit and retain a workforce that is as diverse as</li> </ul>



What do you already know?	Positive impact	Negative impact	Mitigation
implementing Option B <i>Plus</i> will therefore disproportionately impact on older people. Despite the Equality Act 2010, older people still find it difficult to secure jobs		employees..	the community we serve in all our services and at every level <ul style="list-style-type: none"> <li>• treat all employees, volunteers and job applicants fairly and provide reasonable adjustments when required</li> </ul>

## Disability

What do you already know?	Positive impact	Negative impact	Mitigation
<b>Staff</b> 13% of staff have identified themselves as disabled people. Despite the Equality Act 2010, disabled people still find it difficult to secure jobs.		The restructuring and loss of jobs that will result from implementing Option B <i>Plus</i> will impact disabled staff.	We will follow the Council's Consultation, Restructuring and Redundancy Policy, which itself was subject to an Equality Impact Assessment. The Council's Equality, Dignity and Respect Policy 2017 states that it will: <ul style="list-style-type: none"> <li>• recruit and retain a workforce that is as diverse as the community we serve in all our services and at every level</li> <li>• treat all employees, volunteers and job applicants fairly and provide reasonable adjustments when required.</li> </ul>

## Gender identity- trans

What do you already know?	Positive impact	Negative impact	Mitigation

## Marriage and Civil Partnership

What do you already know?	Positive impact	Negative impact	Mitigation
<b>Staff</b> A significant number of staff are either married or in a civil partnership		The restructuring and loss of jobs that will result from implementing Option B <i>Plus</i> will impact on staff who are married or in a civil	We will follow the Council's Consultation, Restructuring and Redundancy Policy, which itself was subject to an Equality Impact Assessment. The Council's Equality, Dignity and Respect Policy 2017 states that it will: <ul style="list-style-type: none"> <li>• recruit and retain a workforce that is as diverse as the community we serve in all our services and at</li> </ul>

		partnership.	every level <ul style="list-style-type: none"> <li>• treat all employees, volunteers and job applicants fairly and provide reasonable adjustments when required.</li> </ul>
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## Pregnancy and maternity

What do you already know?	Positive impact	Negative impact	Mitigation
<b>Staff</b> 3% of staff are either pregnant or currently on maternity leave		The restructuring and loss of jobs that will result from implementing Option B <i>Plus</i> will impact on staff who are either pregnant or on maternity leave.	We will ensure that all staff who are currently on maternity leave invited to the consultation meeting and provide with all necessary documentation. We will follow the Council's Consultation, Restructuring and Redundancy Policy, which itself was subject to an Equality Impact Assessment. The Council's Equality, Dignity and Respect Policy 2017 states that it will: <ul style="list-style-type: none"> <li>• recruit and retain a workforce that is as diverse as the community we serve in all our services and at every level</li> <li>• treat all employees, volunteers and job applicants fairly and provide reasonable adjustments when required.</li> </ul>

## Race

What do you already know?	Positive impact	Negative impact	Mitigation
<b>Staff</b> The ethnic origin of 8% of the Libraries workforce is Asian or Asian British, 2% are Black / African / Caribbean / Black British, and 1% belong to a mixed / multiple ethnic group. Despite the Equality Act 2010, people from ethnic minority communities still find it difficult to secure jobs		Yes, the restructuring and loss of jobs that will result from implementing Option B <i>Plus</i> will impact people from minority ethnic communities.	We will follow the Council's Consultation, Restructuring and Redundancy Policy, which itself was subject to an Equality Impact Assessment. The Council's Equality, Dignity and Respect Policy 2017 states that it will: <ul style="list-style-type: none"> <li>• recruit and retain a workforce that is as diverse as the community we serve in all our services and at every level</li> <li>• treat all employees, volunteers and job applicants fairly and provide reasonable adjustments when required.</li> </ul>

## Religion or belief or none

What do you already know?	Positive impact	Negative impact	Mitigation
<b>Staff</b>	Yes, employees in the Riverside Library will have access to the Quiet Place and ablutions – there is no such facility in the Central Library.		We will follow the Council's Consultation, Restructuring and Redundancy Policy, which itself was subject to an Equality Impact Assessment. The Council's Equality, Dignity and Respect Policy 2017 states that it will: <ul style="list-style-type: none"> <li>• recruit and retain a workforce that is as diverse as the community we serve in all our services and at every level</li> <li>• treat all employees, volunteers and job applicants fairly and provide reasonable adjustments when required.</li> </ul>

## Sex

What do you already know?	Positive impact	Negative impact	Mitigation
<b>Staff</b> 80% of staff are female and 20% female. The Council has many family friendly working practices which fit in with being a carer of a disabled person or of young children. Not all employers offer this and so it may be difficult to get another job that works around caring responsibilities.		Yes, the restructuring and loss of jobs that will result from implementing Option B <i>Plus</i> will therefore disproportionately impact on women.	We will follow the Council's Consultation, Restructuring and Redundancy Policy, which itself was subject to an Equality Impact Assessment. The Council's Equality, Dignity and Respect Policy 2017 states that it will: <ul style="list-style-type: none"> <li>• recruit and retain a workforce that is as diverse as the community we serve in all our services and at every level</li> <li>• treat all employees, volunteers and job applicants fairly and provide reasonable adjustments when required.</li> </ul>

## Sexual orientation

What do you already know?	Positive impact	Negative impact	Mitigation
<b>Staff</b> The sexuality of 77.7% of library staff is unknown, hence it must be assumed that there may be lesbian, gay men and bisexual staff members		Yes, the restructuring and loss of jobs that will result from	We will follow the Council's Consultation, Restructuring and Redundancy Policy, which itself was subject to an Equality Impact Assessment. The Council's Equality, Dignity and

		implementing Option B <i>Plus</i> will impact staff who may be lesbian, gay men or bisexual	Respect Policy 2017 states that it will: <ul style="list-style-type: none"> <li>• recruit and retain a workforce that is as diverse as the community we serve in all our services and at every level</li> <li>• treat all employees, volunteers and job applicants fairly and provide reasonable adjustments when required.</li> </ul>
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**Important** - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. You can get lots of information on reports done from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

**6 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?**

**We have equality profile data for 92 members of staff who will be impacted by the staffing restructure.**

**The restructure proposes a full time equivalent (FTE) post reduction of 18.3 and a reduction in headcount of 34.**

**We will follow the Council Consultation, Restructuring and Redundancy policy and will work to reduce the number of compulsory redundancies.**

**We will ensure that any individuals displaced have access to support with interview and application skill. We will look at the possibility of ring fenced posts and individuals will have access to vacancies on the at risk register. There are also development opportunities within the new structure.**

**Staff on maternity leave will be consulted and provide with all relevant information.**

**Step 3 – deciding on the outcome**

**7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?**

<b>Outcome 1</b>		<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
<b>Outcome 2</b>		<b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
<b>Outcome 3</b>	✓	<b>Continue the policy</b> despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> <li>• sufficient plans to stop or minimise the negative impact</li> <li>• mitigating actions for any remaining negative impacts</li> <li>• plans to monitor the actual impact.</li> </ul>
<b>Outcome 4</b>		<b>Stop and rethink</b> the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

**Outcome number 3: Continue with the restructure**

Why did you come to this decision?

There is the requirement to implement Council Cabinet's decision of 12 July 2017 to implement option B plus as the new service delivery model for Derby Libraries. This requires a major staffing restructure of the service; with any restructure of this type and size it is inevitable that there will be some negative impacts. However, by following the Council's established policies and procedures and putting in a range of mitigating actions, is anticipated that the negative impacts will be reduced as much as possible.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality Action Plan to lessen the effect of the negative impact. This is really important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is really important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

#### Step 4 – equality action plan – setting targets and monitoring

**8 Fill in this table with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.**

#### Equality Action Plan –setting targets and monitoring

##### Age

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Conduct the restructure following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality, Dignity and Respect Policy.	Help all staff feel confident that all processes are fair and without discrimination of any sort.	Peter Ireson supported by HR and other Library staff as appropriate.	Check and challenge from staff and Trade Unions plus guidance from HR.
Offer group stress management sessions provided by the Health & Wellbeing team	Reduce stress and enable staff to better engage with the restructure process.	Senior Operations Manager	Take-up of courses offered
Signpost staff to the in-house Health and Wellbeing Counselling.	Support staff who may feel stressed or anxious by the process.	Peter Ireson supported by HR and other Library staff as appropriate	To be referenced in staff communications, meetings and key documents.
Offer Interview skills and application form training to staff displaced by the restructure.	Staff better equipped to seek and secure alternative employment.	HR Advisor.	Take-up of courses provided.
Signpost staff displaced by the restructure to Derby Community	Provide opportunities for some staff who no longer	Peter Ireson supported by HR	To be included in relevant

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Action for volunteering opportunities.	wish paid employment or to provide additional experience for CVs.	and other Library staff as appropriate	individual meetings.
Ensure staff facing compulsory redundancy are put on the redundancy list and made aware of all alternative employment opportunities within the Council.	Staff have enhanced opportunity to apply for vacancies and potential to avoid compulsory redundancy	Peter Ireson as part of individual consultation	Check and challenge from staff and Trade Unions plus guidance from HR.

## **Disability**

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Conduct the restructure following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality, Dignity and Respect Policy.	Help all staff feel confident that all processes are fair and without discrimination of any sort	Peter Ireson, supported by HR and other Library staff as appropriate	Check and challenge from staff and Trade Unions plus guidance from HR.
Offer group stress management sessions provided by the Health & Wellbeing team	Reduce stress and enable staff to better engage with the restructure process.	Senior Operations Manager	Take-up of courses offered
Signpost staff to the in-house Health and Wellbeing Counselling.	Support staff who may feel stressed or anxious by the process.	Peter Ireson supported by HR and other Library staff as appropriate	To be referenced in staff communications, meetings and key documents.
Offer Interview skills and application form training to staff displaced by the restructure.	Staff better equipped to seek and secure alternative employment.	HR Advisor.	Take-up of courses provided.
Signpost staff displaced by the restructure to Derby Community Action for volunteering opportunities.	Provide opportunities for some staff who no longer wish paid employment or to provide additional experience for CVs.	Peter Ireson supported by HR and other Library staff as appropriate	To be included in relevant individual meetings.
Ensure staff facing compulsory redundancy are put on the redundancy list and made aware of all alternative employment opportunities within the Council.	Staff have enhanced opportunity to apply for vacancies and potential to avoid compulsory redundancy	Peter Ireson as part of individual consultation	Check and challenge from staff and Trade Unions plus guidance from HR.

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
All restructure meeting will be held in accessible building and all reasonable adjustment made (e.g. BSL signers/hearing loops).	It will ensure that everyone is engaged in the process and able to fully participate.	Peter Ireson	Check and challenge from staff and Trade Unions plus guidance from HR.

## **Gender identity - trans**

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
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## **Marriage and Civil Partnership**



<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
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## **Pregnancy and maternity**

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
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<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
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## Race

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
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Offer group stress management sessions provided by the Health & Wellbeing team	Reduce stress and enable staff to better engage with the restructure process.	Senior Operations Manager	Take-up of courses offered
Signpost staff to the in-house Health and Wellbeing Counselling.	Support staff who may feel stressed or anxious by the process.	Peter Ireson supported by HR and other Library staff as appropriate	To be referenced in staff communications, meetings and key documents.
Offer Interview skills and application form training to staff displaced by the restructure.	Staff better equipped to seek and secure alternative employment.	HR Advisor.	Take-up of courses provided.
Signpost staff displaced by the	Provide opportunities for	Peter Ireson	To be included in relevant

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
restructure to Derby Community Action for volunteering opportunities.	some staff who no longer wish paid employment or to provide additional experience for CVs.	supported by HR and other Library staff as appropriate	individual meetings.
Ensure staff facing compulsory redundancy are put on the redundancy list and made aware of all alternative employment opportunities within the Council.	Staff have enhanced opportunity to apply for vacancies and potential to avoid compulsory redundancy	Peter Ireson as part of individual consultation	Check and challenge from staff and Trade Unions plus guidance from HR.

## Religion or belief or none

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Conduct the restructure following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality, Dignity and Respect Policy.	Help all staff feel confident that all processes are fair and without discrimination of any sort	Restructure lead Peter Ireson, supported by HR and other Library staff as appropriate	Check and challenge from staff and Trade Unions plus guidance from HR.
We will sign post staff to the chaplaincy services available through the Council	Staff will receive pastoral care and support connect to any religion belief or none	Restructure lead Peter Ireson, supported by HR and other Library staff as appropriate	Feedback from the Chaplaincy service
Offer group stress management sessions provided by the Health & Wellbeing team	Reduce stress and enable staff to better engage with the restructure process.	Senior Operations Manager	Take-up of courses offered
Signpost staff to the in-house Health and Wellbeing Counselling.	Support staff who may feel stressed or anxious by the process.	Peter Ireson supported by HR and other Library staff as appropriate	To be referenced in staff communications, meetings and key documents.

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Offer Interview skills and application form training to staff displaced by the restructure.	Staff better equipped to seek and secure alternative employment.	HR Advisor.	Take-up of courses provided.
Signpost staff displaced by the restructure to Derby Community Action for volunteering opportunities.	Provide opportunities for some staff who no longer wish paid employment or to provide additional experience for CVs.	Peter Ireson supported by HR and other Library staff as appropriate	To be included in relevant individual meetings.
Ensure staff facing compulsory redundancy are put on the redundancy list and made aware of all alternative employment opportunities within the Council.	Staff have enhanced opportunity to apply for vacancies and potential to avoid compulsory redundancy	Peter Ireson as part of individual consultation	Check and challenge from staff and Trade Unions plus guidance from HR.

## Sex

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Conduct the restructure following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality, Dignity and Respect Policy.	Help all staff feel confident that all processes are fair and without discrimination of any sort	Restructure lead Peter Ireson, supported by HR and other Library staff as appropriate	Check and challenge from staff and Trade Unions plus guidance from HR.
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<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Ensure staff facing compulsory redundancy are put on the redundancy list and made aware of all alternative employment opportunities within the Council.	Staff have enhanced opportunity to apply for vacancies and potential to avoid compulsory redundancy	Peter Ireson as part of individual consultation	Check and challenge from staff and Trade Unions plus guidance from HR.

## Sexual orientation

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Conduct the restructure following the Council's Consultation, Restructuring and Redundancy Policy and in line with the Council's Equality, Dignity and Respect Policy.	Help all staff feel confident that all processes are fair and without discrimination of any sort	Restructure lead Peter Ireson, supported by HR and other Library staff as appropriate	Check and challenge from staff and Trade Unions plus guidance from HR.
Offer group stress management sessions provided by the Health & Wellbeing team	Reduce stress and enable staff to better engage with the restructure process.	Senior Operations Manager	Take-up of courses offered
Signpost staff to the in-house Health and Wellbeing Counselling.	Support staff who may feel stressed or anxious by the process.	Peter Ireson supported by HR and other Library staff as appropriate	To be referenced in staff communications, meetings and key documents.
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We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 643722  
Minicom: 01332 640666

### Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: **01332 643722** Tel. tekstowy: 01332 640666

### Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ

**01332 643722** ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

### Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: 01332 643722 Minicom 01332 640666

### Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم  
منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council