



Derby City Council

Equality impact assessment form

Directorate	People Services
Service area	Adult Social Care
Proposal	Change to job role and hours for the Administrative functions in Adult Social Care Workforce Learning and Development Team
Reason for proposal	Budget reduction for Workforce Learning and Development for People Services
Sign off (Director/Head of Service)	
Date of assessment	10.12.2021

Please read the support notes to help you in Appendix 1 before completing your assessment

The form

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

The assessment team or name of individual completing this form

Team leader's name and job title – Emily Freeman, Head of Service

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
Ann Webster	Lead on Equality and Diversity	Derby City Council	Equality and Diversity

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 decision you want to make?	The purpose of this decision is to make the necessary changes to job descriptions and hours, in line with changes to service delivery and job roles and responsibilities to create resilience and equity,
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	while also meeting the budget reductions with minimum impact to service delivery.
2. Why do you need to make this decision?	There has been an identified reduction in budget for Workforce Learning and Development across People Services, and this change is required in order to make the budget reduction.
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	This will be delivered by the Head of Service and Team Manager in consultation with the Workforce Learning and Development (WLD) Team members and wider stakeholders as appropriate.
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	This proposal primarily affects the Adult Social Care WLD Team members but may also have impact on service delivery to the wider health and social care workforce, Private, Voluntary and Independent Sector organisations, Higher Education Institutes and other regional Statutory Authorities.

Step 2 – collecting information and assessing impact

5. Who have you consulted and engaged with so far about this change, 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.	<p>Initial consultation has taken place with members of the Equality Impact Assessment Panel, and their views have informed the completion of this initial Equality Impact Assessment.</p> <p>The equality and diversity profile of the WLD team has been considered, however due to the small number of staff within the service, specific statistical information has not been included in the assessment details below, to prevent identification of individuals and so we have included negative impacts in all the protected characteristics.</p> <p>It is intended that further consultation will take place with the WLD Team members, Trade Unions and Stakeholders to consider the following points:</p> <ul style="list-style-type: none"> - Current structure and practice - What is working well and not so well - What is the core business that is required - What is needed to deliver the core business - Opportunities for income generation <p>(This list is not exhaustive)</p>
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All further consultation will ensure reasonable adjustments are made to make the meetings accessible.

Following that consultation, a final version of the Equality Impact Assessment will be produced.

6. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change 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. Only fill in the mitigation box if you think the decision will have a negative impact and then you'll need to explain how you are going to lessen the impact.

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
<p>Age – older and younger people</p>	<p>The service is currently delivered by the WLD Team to staff who work predominately with adults, but also some who work with children and younger people.</p> <p>We know that older people sometimes struggle to get new jobs, despite the Equality Act 2010. Many women born in the 50's have had to delay their retirement due to the changes in pension ages.</p> <p>We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone</p>		<p>Yes</p>	<p>Support is available from employee support networks, the DCC Employee Assistance Programme and the Chaplaincy service.</p> <p>Where colleagues have particular needs, we will look into these and be as supportive as we can.</p> <p>Where customers have particular needs, these will be explored and resolution sought.</p> <p>Welfare Rights advice is available for Derby residents and support from Age UK</p>
<p>Disability – 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, people living with autism and people with physical impairments</p>	<p>The service is currently delivered by the WLD Team to staff and carers who work with adults, children and young disabled people</p> <p>We know that despite the Equality Act 2010 disabled people struggle to get jobs and promotions. We also know from various research available that the cost of living for disabled people is more due to extra costs faced by disability related issues, for example fuel</p>		<p>Yes</p>	<p>Where staff have caring responsibility for a disabled person, reasonable adjustments will be made as appropriate.</p> <p>Any colleagues needing reasonable adjustments will continue to get these.</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>costs may be more, equipment costs, prescription costs and so.</p> <p>We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone</p>			<p>Support is available from employee support networks, the DCC Employee Assistance Programme and the Chaplaincy service Welfare Rights Advice is also available for Derby residents and for Disabled people at Disability Direct</p> <p>Where customers have particular needs, these will be explored, and resolution sought.</p>
<p>Gender identity- trans and those people who don't identify with a particular gender, for example, non-binary, genderfluid, genderqueer, polygender and those who are questioning their gender or non-gendered identity.</p>	<p>The service is currently delivered by the WLD Team to staff and carers who work with adults, children and young people who may have protected characteristics including gender identity.</p> <p>We know that despite the Equality Act 2010 some people face discrimination in work and in the community due to their gender identity</p> <p>Help and advice can be provided by Derbyshire LGBT+ to our colleagues and customers</p> <p>We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone</p>		<p>Yes</p>	<p>Support is available from employee support networks, the DCC Employee Assistance Programme and the Chaplaincy service.</p> <p>Welfare Rights advice is available for Derby residents</p> <p>Where customers have particular needs, these will be explored, and resolution sought. Help is also available from Derbyshire LGBT+</p>
<p>Marriage and Civil Partnership</p>	<p>The service is currently delivered by the WLD Team to staff and carers who work with adults, children and young people who may have protected characteristics including marriage and civil partnership.</p> <p>We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone</p>		<p>Yes</p>	<p>Support is available from employee support networks, the DCC Employee Assistance Programme and the Chaplaincy service.</p> <p>Where customers have particular needs, these will be explored, and resolution sought.</p> <p>Welfare Rights advice is available for Derby residents</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Pregnancy and maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	<p>The service is currently delivered by the WLD Team to staff and carers who work with adults, children and young people who may have protected characteristics including pregnancy and maternity.</p> <p>We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone</p>		Yes	<p>Support is available from employee support networks, the DCC Employee Assistance Programme and the Chaplaincy service.</p> <p>Where customers have particular needs, these will be explored, and resolution sought.</p> <p>Welfare Rights advice is available for Derby residents</p>
Race - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community	<p>The service is currently delivered by the WLD Team to staff and carers who work with adults, children and young people who may have protected characteristics including race.</p> <p>We know that despite the Equality Act 2010 some members of our Black, Asian and Minority Ethnic Communities struggle with getting jobs and promotions sometimes due to racism and discrimination and hate crime.</p> <p>Support in work is available in our Black, Asian and Minority Ethnic Communities Support Network</p> <p>We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone</p>		Yes	<p>Support is available from employee support networks, the DCC Employee Assistance Programme and the Chaplaincy service.</p> <p>Welfare Rights advice is available for Derby residents</p> <p>Where customers have particular needs, these will be explored, and resolution sought.</p>
Religion or belief or none - the effects on religious and cultural communities, customers and colleagues	<p>The service is currently delivered by the WLD Team to staff and carers who work with adults, children and young people who may have protected characteristics including religion or beliefs.</p>		Yes	<p>Support is available from employee support networks, the DCC Employee Assistance Programme and the Chaplaincy service.</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>We know that despite the Equality Act 2010 some people face discrimination due to their religion and belief.</p> <p>We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone</p>			<p>Where customers have particular needs, these will be explored, and resolution sought.</p> <p>Welfare Rights advice is available for Derby residents</p>
Sex - the effects on both men and women and boys and girls	<p>The service is currently delivered by the WLD Team to staff and carers who work with adults, children and young people who may have protected characteristics including sex.</p> <p>We know that despite the Equality Act 2010 some people face discrimination due to their sex</p> <p>We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone</p>		Yes	<p>Support is available from employee support networks, the DCC Employee Assistance Programme and the Chaplaincy service.</p> <p>Where customers have particular needs, these will be explored, and resolution sought.</p> <p>Welfare Rights advice is available for Derby residents</p>
Sexual orientation - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality	<p>The service is currently delivered by the WLD Team to staff and carers who work with adults, children and young people who may have protected characteristics including sexual orientation.</p> <p>We know that despite the Equality Act 2010 some people face discrimination in work and in the community due to their sexuality</p> <p>Help and advice can be provided by Derbyshire LGBT+ to our colleagues and customers</p> <p>We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone</p>		Yes	<p>Support is available from employee support networks, the DCC Employee Assistance Programme and the Chaplaincy service.</p> <p>Where customers have particular needs, these will be explored, and resolution sought.</p> <p>Welfare Rights advice is available for Derby residents and support from Derbyshire LGBT+</p>

Important - For any of the equality groups you don't have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed 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!

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?

Outcome 1		No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the proposal to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3	Yes	Continue the proposal 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"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact.
Outcome 4		Stop and rethink the proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

Clearly a reduction in hours and grade will have a negative impact on colleagues in these posts, but we will give all the help and support we can and can also investigate money advice for the affected colleagues.

Where necessary, reasonable adjustments will be made to accommodate any needs identified and enable a fully collaborative and inclusive consultation.

Additional consultation will be carried out with WFLD team members, stakeholders and Equality and Diversity forums as appropriate, and this Equality Impact Assessment will be updated accordingly.

We have included negative implications in all the protected characteristic boxes as the number of colleagues affected is small and we do not want to identify anyone.

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

The proposal is required to meet the budget reduction for Adult Social Care Workforce Learning and Development. The impact of the proposal will be monitored through the consultation process.

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 so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider

Appendix 1

Equality impact assessment form– 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 about our services and functions that affects people and **before** that decision is made. This also includes quick Covid 19 related decisions.

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.

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 complete 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. The nine protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

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.

This completed form should be attached to any Corporate Leadership, Senior Leadership, Cabinet or Personnel Committee report to help decision makers take the equality implications into account when they make the decision. Equality impact assessments **must be done before** decisions are made.

You'll find that completing 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.

Unless this is a quick Covid 19 decision, 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 Equality Hubs and 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.

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

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 must be easy to understand.

Contact for help

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk

Tel 01332 643722 mobile 07812301144

[Sign Language Service](#)

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, 07812301144** or **derby.gov.uk/signing-service/**

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 ਇੱਥੇ ਸੰਪਰਕ ਕਰੋ: **01332 64XXXX** ਜਾਂ **derby.gov.uk/signing-service/**

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: **01332 64XXXX** lub **derby.gov.uk/signing-service/**

Slovak

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Prosím, kontaktujte nás na tel. č.: **01332 64XXXX** alebo na stránke **derby.gov.uk/signing-service/**

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 **01332 640000** یا **derby.gov.uk/signing-service/** پر ہم سے رابطہ کریں