



Derby City Council

## Equality impact assessment form

Directorate	People's
Service area	Children's Quality Assurance
Proposal	Reduction of one full time Senior Training and Education Officer post in Children's Workforce Learning and Development
Reason for proposal	MDFP – Budget proposal
Sign off (Director/Head of Service)	Suanne Lim / Jasmine Nembhard-Francis
Date of assessment	7.12.21

**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** – Jasmine Nembhard-Francis – HOS Children Quality Assurance

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
N/A			

### 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?	Budget reductions are required and there is a necessity to rationalise and reduce service offered. The service is to focus on statutory priorities and contractual obligations.
---	---

	<p>Within Children’s Workforce Learning and Development there are four Senior Training and Education Officers and reducing this number by one whilst maintaining a Children’s Workforce Learning and Development was assessed to be preferable. This reduction will still maintain the expertise in the service. It will also allow a smoother transition across the remaining staff for the necessary future workforce planning in terms of delivery of training and development.</p> <p>The reduction of the post would have an impact on the services delivered by the team as mandatory training and support would need to be reduced in terms of the current numerical service offered.</p> <p>However, I believe that this proposal would have less of an impact on the team. This is because additional mandatory training which does not require a social work qualification, whilst still remaining key to the development of the wider workforce across children services could be maintained. So, the impact of the proposed change would potentially be lessened.</p>
2. Why do you need to make this decision?	MDFP- Budget proposal
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	The review will be completed and implemented by the Head of Service - Children’s Quality Assurance. All Senior Training and Education Officers, Managers and the main Trade Union representatives will be consulted.
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	All colleagues in the Children’s workforce in Early Help and Children’s Social Care – both front line practitioners and managers. In addition, social work students from Derby and other regional Universities

## 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.	This is an internal proposal, staff affected by these changes have been consulted – trade unions have also been consulted.
--	--

All consultations took place by MS Teams – there were also group sessions and 1:1 sessions for colleagues affected. Information has been shared, reviewed and responded to

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><b>Age</b> – older and younger people</p>	<p><b>As numbers are very small, we have indicated the equality impact on all the protected characteristics, irrespective of the makeup of the team.</b></p> <p>All staff affected are over the age of 40- it is acknowledged that despite the Equality Act staff who are older have more difficulty in securing employment. They may have been in their jobs for many years and not had to apply for a job in a long time or attend interviews.</p>		<p><b>Yes</b></p>	<p>We will provide as much support as possible to any colleague who may lose their job. All staff concerned are qualified social workers which means that chances of employment in this field will be better.</p> <p>We have an Employee Assistance Programme which is able to offer support and counselling. Our Chaplaincy Service and employee networks can also offer additional support.</p> <p>Our HR recruitment team can also offer job application and interview skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire.</p>
<p><b>Disability</b> – the effects on the whole range of disabled people, including Deaf people, hearing impaired people,</p>	<p><b>As numbers are very small, we have indicated the equality impact on all the</b></p>		<p><b>Yes</b></p>	<p>We will provide support to all colleagues losing their jobs. We have an employee assistance</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
visually impaired people, people with mental health issues, people with learning difficulties, people living with autism and people with physical impairments	<p><b>protected characteristics, irrespective of the makeup of the team.</b></p> <p>We know that disabled people struggle to get jobs and sustain them despite the Equality Act. This is magnified when staff have in place reasonable adjustments - other employers may not be so understanding</p>			<p>programme who are able to offer support and counselling. Our Chaplaincy Service and Disabled Employees Network can also offer additional support.</p> <p>Our HR recruitment team can offer job application and interview skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire</p>
<p><b>Gender identity-</b> 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><b>As numbers are very small, we have indicated the equality impact on all the protected characteristics, irrespective of the makeup of the team.</b></p> <p>We know that many trans people face discrimination and harassment in employment despite the Equality Act and applying for and being interviewed for jobs can be a very anxious time for these staff</p>		Yes	<p>We will provide support to all colleagues losing their jobs. We have an Employee Assistance Programme which is able to offer support and counselling. Our Chaplaincy Service and LGBTQ+ and Allies Employment Network can also offer additional support as well as Derbyshire LGBTQ+.</p> <p>Our HR recruitment team can offer job application and interview skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
<p><b>Marriage and Civil Partnership</b></p>	<p><b>As numbers are very small, we have indicated the equality impact on all the protected characteristics, irrespective of the makeup of the team.</b></p> <p>We know that losing a job can put a strain on relationships, but our Employee Assistance Programme Counselling Service is now open to partners of colleagues in the same household</p>		<p><b>Yes</b></p>	<p>We will provide support to all colleagues losing their jobs. We have an Employee Assistance Programme which is able to offer support and counselling. Our Chaplaincy Service and employee networks can also offer additional support.</p> <p>Our HR recruitment team can also offer job application and interview skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire.</p>
<p><b>Pregnancy and maternity</b> - women who are pregnant or who have recently had a baby, including breast feeding mothers</p>	<p><b>As numbers are very small, we have indicated the equality impact on all the protected characteristics, irrespective of the makeup of the team.</b></p> <p>To our knowledge no-one is pregnant</p>			
<p><b>Race</b> - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community</p>	<p><b>As numbers are very small, we have indicated the equality impact on all the protected characteristics, irrespective of the makeup of the team.</b></p> <p>We know that Black, Asian and Minority Ethnic people do still face discrimination despite the Equality Act. Applying for new jobs and going through interviews can be additionally extremely stressful because of this</p>		<p><b>Yes</b></p>	<p>We will provide support to all colleagues losing their jobs. We have an Employee Assistance Programme which is able to offer support and counselling. Our Chaplaincy Service and our Black, Asian and Minority Ethnic Employee Network can also offer additional support.</p> <p>Our HR recruitment team can also offer job application and interview</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
				skills training. Help is available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire.
<p><b>Religion or belief or none</b> - the effects on religious and cultural communities, customers and colleagues</p>	<p><b>As numbers are very small, we have indicated the equality impact on all the protected characteristics, irrespective of the makeup of the team.</b></p> <p>The staff group is made up of a range of religious beliefs and backgrounds. We know that people face discrimination and harassment in employment because of their beliefs whether religious or not and so applying for a new job and attending interviews can be worrying for them</p>		Yes	<p>We will provide support to all colleagues losing their jobs. We have an Employee Assistance Programme which is able to offer support and counselling. Our Chaplaincy Service and our Black, Asian and Minority Ethnic Employee Network can also offer additional support.</p> <p>Our HR recruitment team can also offer job application and interview skills training. Help is available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire.</p>
<p><b>Sex</b> - the effects on both men and women and boys and girls</p>	<p><b>As numbers are very small, we have indicated the equality impact on all the protected characteristics, irrespective of the makeup of the team.</b></p> <p>The post holders affected by these changes are all women</p>		Yes	<p>We will provide support to all colleagues losing their jobs. We have an Employee Assistance Programme which is able to offer support and counselling. Our Chaplaincy Service and our Employee Networks can also offer additional support.</p> <p>Our HR recruitment team can also offer job application and interview</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
				skills training. Help is available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire.
<p><b>Sexual orientation</b> - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality</p>	<p><b>As numbers are very small, we have indicated the equality impact on all the protected characteristics, irrespective of the makeup of the team.</b></p> <p>We know that people suffer discrimination and harassment because of their sexuality. So, applying for a new job and attending interviews can be particularly stressful.</p>		Yes	<p>We will provide support to all colleagues losing their jobs. We have an Employee Assistance Programme which is able to offer support and counselling. Our Chaplaincy Service and LGBTQ+ and Allies Employment Network can also offer additional support.</p> <p>Derbyshire LGBT+ is another agency able to offer support.</p> <p>Our HR recruitment team can offer job application and interview skills training. Help is also available from our Employment and Skills Section who offer a Derby Jobs Weekly of vacancies and support in and around Derby and Derbyshire.</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?

<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 proposal</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>Yes</b>	<b>Continue the proposal</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 proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

The MTFP financial imperative of the Council has meant that this review and the proposal to delete a Senior Training and Education Officer post is the only way that the budget saving can be made.

There are no other options which will make the necessary savings.

From consultation with staff affected the following has been agreed:

- full consultation with all staff involved
- consideration of all protected characteristics and the impact that this proposal will have on staff members
- review of the priorities in the WFLD team to ensure that there is proportionate reduction in activity as to not overload the staff who remain.
- consultation with team managers to understand the system implications of any changes proposed.

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.

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



### 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](mailto: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/](http://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/](http://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/](http://derby.gov.uk/signing-service/)**

## Slovak

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Prosim, kontaktujte nás na tel. č.: **01332 64XXXX** alebo na stránke **[derby.gov.uk/signing-service/](http://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/](http://derby.gov.uk/signing-service/)** پر ہم سے رابطہ کریں