



Equality impact assessment form

Directorate	People Services
Service area	Learning, Inclusion and Skills
Proposal	Budget 2024/2025 Transition2 Restructure: Phase 1
Reason for proposal	Transformation – Service redesign and relocation
Sign off (Director/Head of Service)	Sharon Buckby
Date of assessment	06 September 2024

Please read the support notes to help you in [Appendix 1 on page 4](#) 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 – Sharon Buckby – Director: Learning, Inclusion and Skills

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
Janine Ashwell	Head of Service: T2	Derby City Council	SEND Education
Simon Hancox	Partnerships Manager: T2	Derby City Council	SEND Partnerships

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?	Review and restructure of senior leadership at Transition2 in preparation for the next phase of development as the service offer migrates to a wider, streamlined Post16 SEND hub offer (proposed location, Friar Gate Studios). This transformational work will help to optimise the Post16 SEND (Special Educational Needs and Disabilities) offer and align more effectively with sustainable, inclusive employment outcomes in adulthood. There is a financial benefit to the streamlining of senior leadership at Transition2, as well as
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	recognition of the reshaping of the service offer to maximise community visibility. This document will consider the impact of this work.
2. Why do you need to make this decision?	To ensure effective leadership is in place during Phase 1 of the restructure in preparation for the development of Phase 2. To address High Needs budgetary pressures in 24/25 and 25/26 by refocusing leadership on the diversification of funding streams.
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	Phase 1 will be conducted by the Director of Learning, Inclusion and Skills and will affect senior leaders at Transition2 only. The outcome of Phase 1 will inform Phase 2, the impact of which will be assessed after the first phase is complete by the Director and new Head of Service.
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	See context in question 3. Phase 1 restructure will result in the deletion of one full-time senior leadership post at Transition2 (reduction of 2 FTEs to 1 FTE).

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>The Director of Learning, Inclusion and Skills has led this work in liaison with the Director of Peoples Services and Strategic HR. The two senior leaders affected have been involved in discussions with the Director of Learning, Inclusion and Skills about the transformation of the Transition2 service and the development of a Post16 SEND Hub and all are in agreement that the service requires a restructure to enact the vision for Post16 SEND and supported employment due to the move away from academically structured Study Programmes towards employment and community focused Supported Internships.</p> <p>Further positive discussions have been had with the delivery team at Transition2 about the vision for the Post16 SEND Hub, as well as with the Learning, Inclusion and Skills team of Heads of Service, and the SEND Transformation lead.</p> <p>Due to the small number of colleagues directly involved in this change, we have identified the likely impact of all protected characteristics, irrespective of whether they are represented in the team</p>
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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. Note that this template now includes Socio-Economic Duty (SED) local data can be found [here](#). 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>Colleague implications</p> <p>We know that despite the Equality Act, older people still have difficulty getting jobs and it may have been a long time since they applied for jobs or attended interviews. However, there is no age-related inequality in relation to those affected by these changes.</p> <p>Service user implications</p> <p>The opportunities this project will give to young disabled people aged between 16-25 is huge with the introduction of a post 16 Hub and move away from academically structured Study Programmes towards employment and community focused Supported Internships.</p>	<p>Yes</p>	<p>Yes</p>	<p>We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training.</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>Colleague implications</p> <p>Staff specialise in transition support for 16-25 year olds with Special Educational Needs and Disabilities (SEND) / Learning Difficulties and Disabilities (LDD) / Autism Spectrum Conditions (ASCs) moving from specialist education into active citizenship, to maximise the sustainability of outcomes in adulthood, including employment, volunteering and community contributions such as social enterprise. Both leaders have co-created a culture of solutions-focused teamwork in which all colleagues are committed to increasing the community visibility and independence of learners with SEND in Derby.</p> <p>We know that many disabled people struggle to get jobs and keep them, despite the Equality Act. Losing a job can be devastating, particularly when they work</p>		<p>Yes</p>	<p>We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training.</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>with supportive colleagues and have a range of reasonable adjustments in place. There is always the fear that the next employer may not be as understanding.</p> <p>Service user implications</p> <p>Phase 1 and Phase 2 changes will positively impact the life chances of young people and young adults with SEND in Derby by increasing their community inclusion, economic activity, access to Information, Advice and Guidance (IAG) and supported employment.</p>	Yes		
<p>Gender Reassignment- people who are going through or have been through gender reassignment. We also voluntarily include 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>Colleague implications</p> <p>We know that many trans people do face discrimination and harassment in employment despite the Equality Act and so applying for and being interviewed for new jobs can be a very anxious time for fear of this happening.</p> <p>Service User implications</p> <p>The new post 16 Hub will be fully inclusive where disabled young people can be free to be themselves without being judged. We will work with Derbyshire LGBT+ and their young people's service to make sure we get the service right for our Trans young people and those who don't identify as a particular gender. We will also adapt our records so disabled young people can classify themselves how they want to including what pronouns they prefer.</p>	Yes	Yes	<p>We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training.</p>
<p>Marriage and Civil Partnership – this applies to employment issues only</p>	<p>Losing a job can often cause difficulties within relationships, but support is available and now our</p>	Yes		<p>We will provide as much support as we can to</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>own Colleague Wellbeing Programme is available to partners in one household too.</p>			<p>colleagues losing their jobs and in applying for new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training.</p>
<p>Pregnancy and maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers</p>	<p>Colleague implications</p> <p>Finding a new job when pregnant can be very challenging, despite the Equality Act. Not all employers are understanding about returning to work or in fact being pregnant.</p> <p>Service user implications</p> <p>The Post 16 Hub will be fully inclusive and offer help and support to any disabled people on the scheme who are pregnant or have recently had a baby.</p>	<p>Yes</p>	<p>Yes</p>	<p>We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
<p>Race - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community</p>	<p>Colleague impact</p> <p>We know that Black, Asian and Minority Ethnic people do still face discrimination and harassment in employment despite the Equality Act. Applying for new jobs and going through interviews can be additionally extremely stressful because of this and the fear of working with new colleagues.</p> <p>Service user implications</p> <p>Colleagues specialise in transition support for 16-25 year olds with Special Educational Needs and Disabilities (SEND) / Learning Difficulties and Disabilities (LDD) / Autism Spectrum Conditions (ASCs) moving from specialist education into active citizenship, to maximise the sustainability of outcomes in adulthood, including employment, volunteering and community contributions such as social enterprise. There is a culture of solutions-focused teamwork in which all colleagues are committed to increasing the community visibility and independence of learners with SEND in Derby.</p> <p>Race equality will be embedded in the new service with a pro-active anti racist culture. We will work with our Black, Asian and Minority Ethnic Communities and families to create an inclusive, embracing service for our post 16 disabled young people using the new service.</p>	<p>Yes</p>	<p>Yes</p>	<p>We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training</p>
<p>Religion or belief or none - the effects on religious and cultural communities, customers and colleagues</p>	<p>Colleague implications</p> <p>We know that people can face discrimination and harassment in employment because of their beliefs,</p>		<p>Yes</p>	<p>We will provide as much support as we can to colleagues losing their jobs and in applying for</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>whether religious or not. affected by these changes, who share the same beliefs.</p> <p>Service user implications</p> <p>Young people's religion and belief will be fully embraced in this new service.</p>	<p>Yes</p>		<p>new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training</p>
<p>Sex - the effects on both men and women and boys and girls</p>	<p>Colleague implications</p> <p>We know that women experiencing symptoms of menopause may have additional needs to be taken into account in assessments, but there is no evidence from lived experience to suggest that menopause would be a relevant discriminatory factor in this process.</p> <p>Our Recruitment process fully embraces equality and diversity where applicants for the new post are assessed on merit and not on their sex.</p> <p>We take our new Duty to Prevent Sexual Harassment at work very seriously (effective from 26 October 2024). Our Policy has been amended and we will be delivering a range of communications to let colleagues know about this additional duty.</p> <p>Service user implications</p> <p>The new Duty to prevent sexual harassment at work applies to third parties too and so we will work with the</p>	<p>Yes</p>	<p>Yes</p>	<p>We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>young people in the 16+ Hub on their equality, diversity and inclusion knowledge.</p> <p>The service will offer opportunities to both young men and women and other young people however they identify themselves.</p>			
<p>Sexual orientation - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality</p>	<p>Colleague implications</p> <p>We know that people suffer discrimination and harassment in employment because of their sexuality. So, applying for a new job and attending interviews can be particularly stressful due to this fear and of working with new colleagues</p> <p>Service user implications</p> <p>The new post 16 Hub will be fully inclusive where disabled young people can be free to be themselves without being judged. We will work with Derbyshire LGBT+ and their young people's service to make sure we get the service right for our LGBTQ+ young people We will also adapt our monitoring records so disabled young people can classify themselves how they want to including their sexuality.</p>	<p>Yes</p>	<p>Yes</p>	<p>We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training</p>
<p>Those who experience socio-economic disadvantages – this is not a protected characteristic in law, but the Council has voluntarily adopted it. <u>Please see notes on page 4 to help with this section</u></p>	<p>Colleague implications</p> <p>We know the cost of living crisis has hit working people too and many people have struggled with mortgages, general cost of living and even food. Losing a job in the current financial climate is difficult and can cause lots of worry and distress.</p> <p>Service user implications</p>	<p>Yes</p>	<p>Yes</p>	<p>We will provide as much support as we can to colleagues losing their jobs and in applying for new ones and going through the Redeployment Process.</p> <p>We have our Colleague Wellbeing Program</p>

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	The Post 16 Hub will create many opportunities for young disabled people to develop their skills, get a job and earn a living.			which can offer support and counselling, our Chaplaincy Service and our Employee Networks. Our HR recruitment team can also offer interview and job application skills training

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. For help with SED please contact policyandconsultation@derby.gov.uk. 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?

Despite one post being deleted in this proposal which will have a negative effect on the colleague who loses their job, the whole 16+ Hub will create so many positive opportunities for disabled young people which are not available at the moment. We will offer support to the colleague as outlined in this EIA.

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 does not reduce all community care support for people for whom the Council has a statutory duty to support as there will still be a significant amount of community care and support provided for those who need it. The proposal will mean that the social work service will continue to provide

support, albeit to a lesser degree depending on the specific circumstances of the people who are impacted by this decision. The priorities within packages of care and support will be:

- Personal Care
- Eating and Drinking
- Staying safe within the home
- Managing behaviour

Less emphasis will be placed on the areas detailed below but that does not mean these areas will not be supported at all, but we may have to reduce what we currently provide that is considered to be above the statutory minimum in quantity or frequency or can be attained in other ways:

- Supporting decision making
- Being part of the community
- Working and Learning

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.

Assessing Socio-Economic Duty (SED) as part of the EIA

The Council agreed to voluntarily implement the Socio-Economic Duty alongside our Public Sector Equality Duty categories in May 2022.

We have added a section to this impact assessment template on the Socio-Economic Duty) to make sure we actively consider how our decisions can contribute to reducing inequalities resulting from socio-economic disadvantage.

Areas to actively consider in the decision-making process when assessing the SED include thinking about:

- what are the intended aims and/or outcomes of the policy or decision being made?
- whether the assessment of the duty taking place is through all stages of development?
- whether there a particular socio-economic impact for certain groups?
- how people in communities can have an active say in the decision-making process
- whether the policy/decision actively can contribute to reducing inequality outcomes?
- considering how you can engage with people with lived experience of SED?
- collecting and actively considering evidence and stories of residents' lived experiences in implementing the SED. You can get more information on the [corporate insight](#) pages on SharePoint.

When you consider the SED you need to identify if the decision requires analysis of socio-economic factors such as:

- people who live in deprived areas
- households with low income
- people who are in low paid employment
- people who are homeless or are at risk of homelessness
- people who face barriers to employment such as low levels of educational attainment
- people who are or have been care experienced
- people who care for others
- people who face multiple deprivation through a combination of these factors

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 Relay UK 18001 01332 643722

[Sign Language Service](#)

Shelley Harrod – Policy and Consultation Manager

shelley.harrod@derby.gov.uk

Tel 01332 640995 Relay UK 18001 01332 640995

[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