

Appendix 1

Surrey County Council Equality Impact Assessment – Initial Screening Form



Please read the EIA toolkit for guidance before completing this form

Service: COR	Policy area: Job, Team and Contractual Changes	Name of officer: Jackie Roberts			
1. Is this a major policy: i.e. high profile / will affect many people / will have a severe effect on some people?	Yes	X	No		
	High risk. Complete a full EIA			Go to section 2	
2. Is the policy likely to have an impact on a specific group of people? (People from the E&D strands)	Yes	X	No		
	High risk. Complete a full EIA			Go to section 3	
3. For policies that have a low risk of impact on the E&D strands and where possible improvements have been identified complete section 5 below and sections 3 and 4 of the full EIA.					
4. For policies that have a low risk of impact on the E&D strands and require no action to be taken complete section 5 below.					
5. If this policy is low risk please give or attach evidence to indicate how you have reached this conclusion:					

Equality and Diversity strands that the policy is to be assessed against:	Age		Race		Disability		Gender		Belief / Faith		Sexual Orientation		Other equality issue(s)		HR Issues Only	
	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
Could the CONDUCT have a negative or positive impact? (Yes/No)	No	No	No	No	No	No	Yes	Yes	No	No	No	No				

Head of Service Signed: _____ Date: _____

Appendix 2

Surrey County Council Equality Impact Assessment Template

1. Context of the Service or Policy

Policy area being assessed: ___ **Job, Team and Contractual Changes**

Assessor: Jackie Roberts Date **20 March 2009**

What are the aims of the service or policy? If this assessment is part of a project it is important to focus on the service or policy the project aims to review/improve

(NB this should set out the aims and objectives of the policy or service)

This policy area includes the following policies:

Flexible working and job sharing
Redundancy and redeployment
Job evaluation
Secondments
TUPE
Working hours

The aim of this policy area is to ensure that any proposed contractual changes are made legally and following proper consultation with staff and, where necessary, trade unions. The policy area also clarifies how decisions are made with respect to posts e.g grading and work pattern.

Who are the beneficiaries /users of this service or policy?

(NB this should address needs of client groups and a review of barriers to policy or services)

- SCC staff
- Trade Union representatives
- Partner organisations
- Contractors and suppliers

What is the existing situation in relation to minority, disadvantaged and excluded groups in which this service/policy operates? (including age, belief/faith, disability, Gender/transgender, sexual orientation, race and other general equality strands or issues that might make people vulnerable. NB this will require declaring what information is currently captured with respect to equality & diversity Monitoring) of this service or policy. It is also important to show the relevance of capturing this data.)

- The purpose of this policy area is to ensure that contractual changes are made only with appropriate consultation and that posts are consistently graded by:
- Providing clear guidance on how staff are to be treated during any

changes due to redundancy, redeployment or secondment or when staff are transferred under TUPE;

- Providing guidance on how posts are evaluated;
- Giving guidance on how different work patterns may be introduced and managed;
- Ensure that the council complies with the working time regulations with respect to hours and rest breaks.

2. Given what you already know, what is the potential for this service/policy to have a negative or differential impact on minority, disadvantaged, vulnerable and excluded groups or on race relations and community cohesion?

Please summarise the negative impact identified due to age, belief/faith, disability, Gender/transgender, sexual orientation, race and other or general equality issues

The assessment of the written policies indicated that there is potential for adverse impact in the following areas:

Group	Yes	No	Comments
Age	✓		<ul style="list-style-type: none"> • Statistics have indicated that there is the potential to use redundancy to manage older workers out of the business
Disability		✓	
Gender	✓		<ul style="list-style-type: none"> • Working Hours Policy - Shift allowances as detailed in the policy may amount to indirect sex discrimination. Women are more likely to work part time and therefore only achieve the lower rates for alternating and rotating shifts. In addition, the offer of TOIL is often considered to be indirect sex discrimination as women tend to be carers and have extra outgoings for nursery and other facilities. TOIL does not necessarily cover the additional expense incurred by the carer when the extra hours were worked. Not using care facilities when TOIL is being taken does not always imply a saving on fees.
Race	✓		<ul style="list-style-type: none"> • Those policies that have not yet been rewritten could be difficult to understand by those for whom English is not their first language. This is particularly important where understanding the policy has a significant impact on pay
Sexual Orientation		✓	
Religion/belief		✓	

3. Given what you already know, what is the potential for this service/policy to have a positive impact, such as tackling discrimination, promoting equality of opportunity and / or promoting good community relations, for minority, disadvantaged and excluded groups?

Please summarise the positive impact identified due to age, belief/faith, disability, Gender/transgender, sexual orientation, race and other or general equality issues. NB this would include positive initiatives delivery by the service or through the policy for any/all of these equality groups. What have been the outcomes or changes?

The purpose of this policy area is to ensure that all staff are treated legally and equitably when contractual changes are made, or when jobs are graded and working patterns decided.

Group	Yes	No	Comments
Age		✓	
Disability	✓		<ul style="list-style-type: none"> Flexible working and job share benefits will make Surrey County Council an employer of choice for those requiring flexibilities.
Gender	✓		<ul style="list-style-type: none"> Flexible working and job share benefits will make Surrey County Council an employer of choice for those requiring flexibilities.
Race		✓	
Sexual Orientation		✓	
Religion/belief		✓	

4. Give details of involvement, consultation and or research undertaken for each relevant equality and diversity grouping, upon which this policy/service has had an impact either internally or externally.

What is the research telling you in relation to age, belief/faith, disability, race gender/transgender, sexual orientation and other equality issues?

Guidance has been sought, at various times, from relevant expert organisations including the CIPD and the Department for Business, Enterprise and Regulatory Reform (BERR) and its predecessor departments. Websites were accessed and enquiries made by telephone and e-mail for any insights into aspects of law and policy that had proved to be discriminatory under case law.

The following additional consultation has been completed:

- 30 September - Half day HR intranet restructure workshop - HR policies
- 1 October - Meeting with the TU's on Fairness & Dignity policy
- 6 October - Benchmarking on Policies with Brighton & Hove Council
- 7 October - SCC and VT4S Working Together

10 October - Personnel & Appointment Committee (PAC) special meeting
 21 October - Special audit of policies
 28 October - Policy Streamlining internal team meeting
 4 November - SCC and VT4S Working Together
 13 November - SCCTU / HRLT consultation
 17 November - Review of HR policies - internal meeting
 18 November - Review of References Policy
 20 November - Team meeting to discuss progress on HR policies
 27 November - SCCTU / CCMT consultation
 1 December - Meeting with Surrey Police Authority to discuss HR policies
 1 December - Conference Call with "Jamkit" Policy Team
 13 January - SCC and VT4S Working Together
 15 January - SCCTU / HRLT consultation
 27 January - Special consultation meeting with SCCTU on policies (1)
 30 January - Special consultation meeting with SCCTU on policies (2)
 10 February - SCC and VT4S Working Together
 12 February - Special consultation meeting with SCCTU on policies (3)
 12 February - SCCTU / CCMT consultation
 19 March - SCCTU / CCMT consultation
 23 March - Personnel & Appointment Committee meeting to agree the simplified and streamlined policies on the Council's s-net.

In addition there have been regular discussions and updates at weekly meetings of HRLT.

5. Given your answers to the previous questions, how will your service or policy be revised to mitigate, reduce or eliminate negative impacts and enhance positive impacts for the relevant equality groups?

(NB this is in effect the Recommendations to improve this policy)

	Recommendations
1.	The policies in this area should be subject to ongoing review to ensure that they continue to be fair and equitable. Specific areas for review are dealt with in item 6 below.
2.	Early Retirement and Severance - This document is a difficult read and would be particularly difficult if English were not your first language.

6. Actions needed to implement the EIA recommendations:

Action Plan

Issue	Action	Expected outcome	Who	Deadline for action
Understanding of policies	Rewrite policies in this policy area in plain English	Revised policies and better understanding by staff and management	Policy team	Sept 2009
Investigate shift allowance and arrangements for TOIL for indirect discrimination	Examine current policy and their effects in practice	Recommendations for change	Policy team Payroll team	Sept 2009
Data Analysis	Analyse data to determine take up and establish if there was differential treatment of any group	Recommendations and actions to address issues identified	Policy & Reward Team	Sept 2009

NB these actions should have SMART Targets

Please continue and attach a separate sheet if necessary

NB these actions should be reported to the Departmental Equality and Diversity Implementation Group (DIG) and incorporated into the Equality and Diversity Action Plan, Service Plans and/or personal objectives of key staff.

7. If no actions are to be taken with respect to the recommendations please give reasons below:

Action Plan review date	30 June 2009
Name of person responsible for review	Matthew Baker
Name of person who carried out the assessment	Jackie Roberts
Name of Head of Service	Carmel Millar
Signature of Head of Service	

Date Completed	26 March 2009
Date sent for publication	26 March 2009

1. Signed off electronic version to be kept in your team for monitoring and audit purposes
2. Send an electronic copy to the SCC 'Web Operations Team' for publication on the SCC website
3. Send Action Plan to DIG for review at its next meeting.