

# Somerset Equality Impact Assessment

Before completing this EIA please ensure you have read the EIA guidance notes – available from your Equality Officer

<b>Organisation prepared for:</b>	<b>South Somerset District Council SSDC</b>		
<b>Version:</b>	<b>1</b>	<b>Date Completed:</b>	<b>30/05/2019</b>

**Description of what is being Equality Impact Assessed:**

**Implementation of new terms & conditions of employment and HR policies to align the authority with up to date legislation and the new ‘agile’ ways of working introduced as part of the Transformation of the authority. As employees were appointed into new roles within the authority following an Organisational restructure, we are legally required to provide them with new terms and conditions of employment.**

**Evidence**

**What data/information have you used to assess how this policy/service might impact on protected groups?** Sources such as the [Office of National Statistics](#), [Somerset Intelligence Partnership](#), [Somerset’s Joint Strategic Needs Analysis \(JSNA\)](#), Staff and/ or [area profiles](#),, should be detailed here

A full data cleanse exercise was conducted on SSDC’s current employees’ personnel files. Based on the results it was clear that the varied terms & conditions of employment that were in circulation did not fit the new ways of working as they included structured fixed hours of work, that are not suitable for the newly agreed ways of working. Therefore, to enable SSDC employees to work in an agile way, removal of the defined days of working was consulted on and agreed, with the hours of work per week model used as a guide only.

The data/information we have used to assess the potential impacts of this change to employment terms and conditions is as follows:

1. Somerset Intelligence Partnership website – population data on sex, age, race/ethnicity, religion, disability, employment status (part-time working) and unpaid carers. From this, the following information has specifically informed this EIA.

- 1.2% of residents in the district are of non-Christian Religion
- The majority of residents in the district are aged 45 – 69
- 5.04% of the district are registered as non-white British and 1.89% are registered as BME
- In South Somerset 10.8% of the population provide unpaid care and that in Somerset, based on the 2011 census, 58% of those providing unpaid care are women.
- 48% of females work on a part time basis
- According to the 2011 census just under 100,000 people in Somerset (18.8% of the population) said they had a long-term condition or disability which limited their day-to-day activities a lot or a little and of these almost 41,000 of them were aged 16-64 (of working age).The proportion is on a par with both regional and national averages.

An equality profile of SSDC's workforce hasn't been published since January 2017 therefore it hasn't been possible to draw on contemporary equalities data to inform this EIA. However, this is being addressed within the action plan (below).

**Who have you consulted with to assess possible impact on protected groups?** If you have not consulted other people, please explain why?

We have consulted with Senior Leadership Team, Leadership Management Team, Employee Consultation Group (ECG), Unison Trade Union, GMB Trade Union and all employees via a collective consultation period including those employees on long-term sick and maternity leave.

## Analysis of impact on protected groups

The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service will achieve these aims. In the table below, using the evidence outlined above and your own understanding, detail what considerations and potential impacts against each of the three aims of the Public Sector Equality Duty. Based on this information, make an assessment of the likely outcome, before you have implemented any mitigation.

Protected group	Summary of impact	Negative outcome	Neutral outcome	Positive outcome
Age	<ul style="list-style-type: none"> <li>The new T&amp;C's will have a positive impact on all employees irrespective of age as all staff will be encouraged to make use of the Continuing Professional Development that is being introduced throughout the authority. CPD will enable all employees to develop the skills, knowledge, attitudes and approaches necessary to carry out their role, irrespective of age. It will also provide opportunities for progression and aid succession planning within the council.</li> </ul>	□	□	☒
Disability	<ul style="list-style-type: none"> <li>As some employees require reasonable adjustments to enable them to conduct their daily duties in the workplace, as part of the Transformation process SSDC have introduced a management model comprising a People Manager and a Lead Specialist. In this model the Lead specialist focuses on employee workload and workflow whilst the People Manager functions as the main point of contact for employee wellbeing. SSDC have put in place measures to provide employees with the opportunity to discuss any specific needs in regular 1-2-1</li> </ul>	□	☒	□

	<p>meetings with their People Manager in order to deliver positive outcomes. Please also refer to the Working Framework EIA</p> <ul style="list-style-type: none"> <li>The new terms and conditions themselves will have neither a positive nor a negative impact on a disabled employee's requirement for reasonable adjustments. However, the provision of a People Manager will contribute positively to a disabled member of staff's opportunity to discuss and have their particular needs met.</li> </ul>			
<b>Gender reassignment</b>	<ul style="list-style-type: none"> <li>The new terms and conditions will have neither a negative nor positive impact for employees with this Protected Characteristic</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Marriage and civil partnership</b>	<ul style="list-style-type: none"> <li>The new terms and conditions will have neither a negative nor positive impact for employees with this Protected Characteristic</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Pregnancy and maternity</b>	<ul style="list-style-type: none"> <li>The new terms and conditions will have neither a negative nor positive impact for employees with this Protected Characteristic</li> <li>Pregnancy and maternity are covered under other employment rights</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Race and ethnicity</b>	<ul style="list-style-type: none"> <li>The new terms and conditions will have neither a negative nor positive impact for employees with this Protected Characteristic</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Religion or belief</b>	<ul style="list-style-type: none"> <li>Whilst some employees of particular faiths may be restricted to certain working days, or require leave for specific days or periods throughout the year due to holy days and festivals, not</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>having set working days could be considered to have a negative effect on employees sharing this characteristic.</p> <ul style="list-style-type: none"> <li>• However, the introduction of both agile working and individual People Managers will have a positive impact by providing the required employment conditions that will support staff who need to request flexible working arrangements in respect of their particular beliefs.</li> </ul>			
<b>Sex</b>	<ul style="list-style-type: none"> <li>• The removal of defined working days could have a negative impact on female employees in that more women are employed part-time than their male counterparts and more women than men are unpaid carers</li> </ul>	☒	☐	☐
<b>Sexual orientation</b>	<ul style="list-style-type: none"> <li>• The new terms and conditions will have neither a negative nor positive impact for employees with this Protected Characteristic</li> </ul>	☐	☒	☐
<b>Other, e.g. carers, veterans, homeless, low income, rurality/isolation, etc.</b>	<p>The removal of defined working days could have a negative impact on those providing unpaid care. However, the introduction of both agile working and individual People Managers will provide the required employment conditions that</p>	☐	☐	☒

	<p>will support staff who need to request flexible working arrangements in respect of their caring responsibilities. SSDC have adopted the NJC pay review option that better supports our lower paid employees.</p>			
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**Negative outcomes action plan**  
 Where you have ascertained that there will potentially be negative outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.

Action taken/to be taken	Date	Person responsible	How will it be monitored?	Action complete
Provide management development for People Managers to enable them to manage these impacts	30/04/2020	Charlotte Jones / Jenny Clayton	Via employee engagement surveys and via People Specialist dialogue	<input type="checkbox"/>
The introduction of both agile working and individual People Managers will provide the required employment conditions that will support female members of staff to request flexible working arrangements, particularly in respect of any caring responsibilities they may have.	On going	Jenny Clayton	Via the case management system	<input type="checkbox"/>
To undertake an analysis and then publish up to date equalities information about the council workforce.	31/10/2019	Charlotte Jones	At recruitment stage and during employment, reporting annually	<input type="checkbox"/>
Implementation of revised new terms	01/10/2019	Jenny Clayton	Annual review	<input type="checkbox"/>

	Select date			<input type="checkbox"/>
	Select date			<input type="checkbox"/>
	Select date			<input type="checkbox"/>
	Select date			<input type="checkbox"/>
<b>If negative impacts remain, please provide an explanation below.</b>				
Not applicable.				
<b>Completed by (Officer name and role):</b>	<b>Sarah Lewis, People Specialist</b>			
<b>Date:</b>	<b>30/05/2019</b>			
<b>Manager/Director Sign off (Name and position)</b>	<b>Jenny Clayton Lead Specialist People</b>			
<b>Date:</b>	<b>30/05/2019</b>			
<b>Equality Lead sign off (Name):</b>	<i>Dave Crisfield</i>			
<b>Date:</b>	<b>24/07/2019</b>			
<b>To be reviewed by: (officer name)</b>	<b>Jenny Clayton Lead Specialist People</b>			
<b>Review date:</b>	<b>31/12/2019</b>			