

WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT DESKTOP SCREENING

This exercise is not an EIA. It is a desktop exercise designed to establish if you need to carry out a full assessment. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to the screening form.

Part One: basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit	Corporate Services – Property Services.
1.2	Title or brief description of the policy being screened.	Property Services WETT DBC – This EIA focusses on the implications for staff only. An assessment on the impact of the proposals upon customers and other external stakeholders will be completed separately.
1.3	Screening by:	
1.4	Date of screening	
1.5	Related policies/functions:	<i>Those policies and procedures which relate to the transfer of staff under TUPE arrangements as well as those relating to restructuring. This will include a new Appointment and Selection protocol which will be developed and consulted upon separately.</i>
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	<i>Property Services Unit Business Plans as part of Corporate Services Service Delivery Plan. The proposal to establish a District and County Partnership for delivering shared Property services in Worcestershire is part of the WETT programme .The key principles of the programme are to deliver service improvement and increased efficiency, cost savings and return on investment and centralised service delivery. Delivery of the shared service will</i>

		<i>necessitate the transfer of staff in participating authorities to a new host employer (Worcestershire County Council)</i>
1.7	Is this a new or existing policy?	<i>New</i>
1.8	What is the policy trying to achieve?	<i>To ensure that the transfer of staff to the new host employer under the WETT programme and the impact of this transfer on affected staff are fully considered and that any subsequent proposals to deliver restructuring are achieved through an agreed process which is conducted fairly and in line with equalities legislation and good practice.</i>
1.9	What are the planned outcomes for this policy?	<i>To ensure current and proposed HR policies and guidelines are followed throughout the transfer and beyond in order to deliver the benefits and objectives of the WETT programme.</i>
1.10	Who will benefit from the policy? How will they benefit?	<i>County and District Staff who form part of the new service and ultimately wider users of Property services. . Staff affected will identify themselves as part of a new team and will feel positive and engaged about their role within the new service if the handling of relevant employment issues have been conducted fairly and with consultation.</i>
1.11	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	<p>The programme has yet to be formally approved by all partners at full council meetings. Participating authorities are Worcestershire County Council, Worcester City Council, Bromsgrove District Council, and Redditch Borough Council.</p> <p>Delivery of the new service will be led by the Head of Property Services of Worcestershire County Council on behalf of all participating authorities. Each authority will buy in the required</p>

		service under an SLA agreement.
1.12	What (if any) are the key priorities within this policy?	<i>See section 1.8 above</i>
1.13	What (if any) previous consultation has been done on this policy? Who was consulted and when?	The focus for consultation to date has been with staff and trade union representatives. Members briefing 5.11.2009 Staff collective & Unions 10.11.2009 and local staff meetings 16.11.2009
1.14	Is equality monitoring in place for this policy?	No

Part Two: this is the test to see if further action is required. For the purpose of this exercise concentrate on the impact on people of differing age, gender, disability, race/ethnicity, religion or belief and sexual orientation.

		Y	N	Details including what information you have based your decision on.
2.1	Is there any way in which the policy is directly discriminatory or in breach of the County Council's Equality and Diversity Policy? (see Annex E)		√	<i>All staff whose work deems them to be within scope of the new shared service will transfer to the new host employer (Worcestershire County Council) and their terms and conditions will be protected under TUPE legislation at the point of transfer. Appointment to staff in any proposed new structure will be subject to separate consultation and an EIA assessment. The existing policies of the new employer will already comply with equalities legislation.</i>
2.2	Are there any barriers to people from minority groups getting the full benefit of this policy which have not been resolved as part		√	<i>There are no barriers to minority groups as part of this policy to the Host Authorities knowledge.</i>

	of the policy?			
2.3	Are there any other ways the policy could unintentionally deliver poorer quality outcomes for individuals because they belong to a minority group or groups?(they may belong to more than one)		√	<p><i>There may be some unintentional impact on certain groups of staff, in particular any staff who may be required to relocate from their current work base, although the numbers of staff to whom this will apply may be small.</i></p> <p><i>In particular this may have a detrimental impact on the following groups of staff;</i></p> <p><i>Disability, in terms of potential increased difficulty with travel to a new location.</i></p> <p><i>Gender, i.e. women who may work part time due to caring responsibilities and for whom the change of location may have an adverse impact due to increased travel time.</i></p> <p><i>Income i.e low earners may be adversely affected by any additional travelling costs if required to relocate.</i></p> <p><i>Age. NB as stated previously the appointment of staff to any new proposed structure will be subject to separate consultation and EIA, therefore risks of discrimination or disadvantage to all groups will be minimised. Any proposals for redundancy will be included in the appointments process and selection for redundancy will be carried out in line with the policy of the employer.</i></p>

2.4	Could minority groups reasonably believe they would be likely to get poorer benefits from the policy?		√	
2.5	In what ways could this policy make a positive contribution to equality or to relations between groups?			<i>The positive contribution is that all staff will be transferred and appointed and selected fairly. The bringing together of staff from different districts has the potential to increase the diversity of the workforce.</i>

If the answer to questions 2.1 to 2.4 is yes or "could be yes" then you **must** take action. If the issue is straightforward then remedy this **now** so the answer changes to no. If it cannot be remedied now or there are outstanding issues you must continue on to a full EIA. Where you have decided a full EIA is not required but have identified actions which must be taken then please record these below:

Specific Action	How will you know when this is completed?	Resources/cost	Person Responsible	Completion date
Gender, Disability and Income Collate data on affected staff to identify whether potential relocation to a new work base will have a detrimental impact on these groups. Consider flexible and mobile working options in the implementation of the team	Data collected, analysed and reported. Feedback from consultation. Policies and practices to promote and facilitate flexible working introduced.	To be determined	Project team to oversee	To be determined

<p>structure. Further evidence to be gathered via staff consultation.</p>	<p>Payment of disturbance allowance to relevant staff.</p>			
<p>All groups Ensure that transfer of staff complies with TUPE legislation. Ensure that proposals to restructure are subject to separate consultation and EIA to ensure fair procedure.</p>	<p>TUPE transfer of staff fully consulted on and implemented in line with legislation. Feedback from consultation on appointment protocol.</p>	<p>To be determined</p>	<p>HRM's</p>	<p>TUPE transfer achieved by transfer date. Appointment consultation completed prior to implementation of new structures.</p>