

Thanet District Council (TDC) Equality Impact Assessment

Step one: test for relevance

1 Person responsible for this assessment

Name:	Estelle Culligan		
Job title:	Interim Head of East Kent Shared Services		
Phone:	01843 577455		
Service area:	Legal	Date of assessment:	31/3/21

2 Others involved in carrying out the analysis

Name:	
Name:	
Name:	

3. Description of strategy, policy, service, project, activity or decision

Title:	Cabinet report 29/4/21 "The Future of East Kent HR (EKHR)" and the proposal to bring the HR service in house
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Is it new?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
A review of existing?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3.1 Aims and objectives

Consider: **what** you are doing? **why** you are doing it? **who** will benefit?

The proposal is set out in the draft Cabinet report dated 29/4/21. The proposal and project is for the shared HR services to be disbanded and the service to be brought back in house.

3.2 What outcomes are expected? Who is expected to benefit?

The aim is for the HR service to start in house w.e.f 1 September 2021.

Wider council staff will benefit from having a more closely aligned HR service based in house.

There will be direct impacts on staff in EKHR, but there will also be opportunities for new challenges, roles and possible career development and advancement.

4 Who is affected?

- 4.1 Which groups or individuals does the strategy, policy, service, project, activity or decision affect? For example, the Council, employees (including temporary workers), other public authorities, contractors, partner organisations, wider community, others.

Staff within EKHR, staff at TDC, CCC and DDC

- 4.2 Does the strategy, policy, service, project, activity or decision relate to a service area with known inequalities? (Give a brief description).

No - EKHR is not a service with known inequalities

5 Equality Act 2010

How does the strategy, policy, service, project, activity or decision actively meet the public sector equality duties to:

Eliminate unlawful discrimination (including harassment, victimisation and other prohibited conduct)

The project will involve preparation of a project plan which will include a full programme of consultation and involvement with the staff. All views will be heard and opportunities will be made available for staff to voice their concerns. All staff will be listened to, treated fairly and without discrimination or prejudice.

Advance equality of opportunity (between people who share a protected characteristic and people who do not share it)

All staff will be accommodated as far as possible in their first choice of preference location and employer (between Thanet, Canterbury and Dover). All requests for flexible working to take account of people's circumstances, will be taken into account and accommodated as much as possible. Any issues raised by people with protected characteristics will be dealt with in confidence and sensitivity and reasonable adjustments will be made to proposals to ensure they are given equality of opportunity with those who do not share the characteristics, in terms of location, roles, preferences etc.

Foster good relations (between people who share a protected characteristic and people who do not share it). Could it have an adverse impact on relations between different diverse groups?

Not anticipated. However, various work streams will be created, eg Digital, Legal, HR. This will ensure that a number of people are involved in the project and can more easily flag concerns which may arise.

6 Priority

The following questions will help you to identify whether this 'service' is a high priority. Please answer all questions with particular reference to the protected characteristics; race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage and civil marriage/partnership and pregnancy and maternity.

Please provide a comment for each answer, providing evidence for your answer, regardless whether you have answered yes or no.

Questions	Yes	No
1. Are there any particular groups who may have trouble accessing the 'service'?		x
Comments:		
2. Does your information suggest that some groups of people are less satisfied than others with this 'service'?		x
Comments:		
3. Will this service have a significant impact on any of our residents?		x
Comments: The service is an internal support service		
4. Do you have any evidence that discrimination, harassment and/or victimisation could occur as part of this service?		x
Comments:		
5. Do you think the service will hinder communication and negatively impact relations between the organisation and its employees, residents, contractors or anyone else?		x
Comments:		
6. Does this service need to improve the way in which it is communicated to people who have literacy, numeracy or any other access needs?		x
Comments:		
7. Does consultation need to be carried out?	x	
Comments:		

As above, a full programme of consultation will take place leading to the changes w.e.f 1/9/21	
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In order to assess the priority of your '**service**' please complete the table below by adding up how many questions you answered yes to and following the appropriate action.

Priority	Number of questions answered 'yes'	Rating	Action
High	3 or more		Continue to section 2
Medium	1 to 2	1	Please provide evidence to any questions you answered 'yes' to in section 1. Test for relevance complete (sometimes a full assessment may be required).
Low	0		Test for relevance complete.

If, following the completion of the test for relevance, a full assessment is not required, go straight to the declaration. If a full assessment is required, go to Step two: full equality impact assessment.

Step two: full equality impact assessment

1 Could the strategy, policy, service, project, activity or decision have a **negative, positive or neutral** effect on groups or individuals?

Consider:

What you are doing?

Why you are doing it?

How you are doing it?

Who can access the service easily and who may not be able to access the service and **why**?

The full analysis explores ways to reduce or eliminate barriers and/or negative impacts.

Protected characteristics	N e g a t i v e	P o s i t i v e	N e u t r a l	Evidence/Reasoning (Consider any barriers which will have negative impact and/or good practices giving positive impact)
Age Consider: <ul style="list-style-type: none"> The way younger and older people access services may be different Use of technology Child care/care of other dependant Timings/flexibility, such as work patterns Transport arrangements Venue location 				Recommendations:
Disability (Includes: physical, learning, sensory (deaf/blind), mental health) Consider: <ul style="list-style-type: none"> Communication methods Accessibility – venue, location, transport Range of support needed to participate Hearing Loops/Interpreters Disability awareness training for employees 				Recommendations:
Race (Includes; gypsy, travelling, refugee and migrant communities) Consider:				Recommendations:

<ul style="list-style-type: none"> • The size of the BME communities that your service/project affects. • Language(s) spoken/understood. • Culture, such as hygiene, clothing, physical activities, mixed gender activities. • What access support can you offer? 				
Religion, faith or belief Consider: <ul style="list-style-type: none"> • The diversity within the communities that your service/project affect • Prayer times, meal times, food (some religions do not eat meat), cultural habit or belief, religious holidays such as Ramadan • Awareness training for employees 				Recommendations:
Pregnancy and maternity Consider: <ul style="list-style-type: none"> • Flexible hours of the service/project • Is there access to private area for breastfeeding mothers? 				Recommendations:
Gender Consider: <ul style="list-style-type: none"> • The impact on men and women • Child care/care of other dependant • Mixed/single gender groups/activities • Timing of services/projects 				Recommendations:
Sexual orientation (Includes: lesbian, gay, bisexual) Consider: <ul style="list-style-type: none"> • LGB people should feel safe to disclose their sexual orientation without fear of prejudice • Make it clear you recognised civil 				Recommendations:

marriage and partnerships <ul style="list-style-type: none"> Awareness training for employees 				
Transgender Consider: <ul style="list-style-type: none"> Trans people should be able to disclose their gender identity without fear of prejudice Making it clear you have a Trans policy and process Awareness training for employees 				Recommendations:
Marriage and civil marriage/partnership Consider: <ul style="list-style-type: none"> All couples or partners, regardless of gender, should be able to access services 				Recommendations:

Outsourced services	
If your policy/process is partly or wholly provided by external organisations/agencies (such as Civica or Capita), please list any arrangements you plan to ensure that they promote equality and diversity. Include this in your improvement plan	
Relations between different equality groups	
Does your assessment show that a strategy, policy or process may amount to potential adverse impact between different equality groups? If yes please explain how the improvement plan is going to tackle this issue	
Consultation responses	
Summary of replies from individuals and stakeholders consulted including any previous complaints on equality and diversity issues about the strategy, policy or process	

Summary of recommendations		
Actions	By Who	By When

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Declaration

I am satisfied that a Test for Relevance has been carried out on the matter named in this Analysis and conclude that a full Equality Impact Assessment **is not required**.

Yes ☒ No ☐

If you do not think that a full Equality Impact Assessment is required – please give your reasons:

I confirm that a full Equality Impact Assessment has been completed.

Yes ☐ No ☐

Signature of Head of Service:	Date:
Estelle Culligan	31/3/21

Recommendations agreed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Signed: (Director):	EIA date:
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