

# **Equality Impact Assessment (EIA)**

Redeployment and Protection of Earnings Policy

## Equality impact, needs and requirements assessment form

Please use this form to record your findings, proposed actions, equality objectives and targets. Use the guidance notes to help you do the assessment or contact the Equality Standard Project Manager if you need some advice

### About the policy, practice, service or function you are assessing

Name of policy, practice, service or function: Redeployment and Protection of Earnings Policy

Assessment team leader name: Val McLaughlan

Department responsible: Corporate & Adult Services

Service Area: HR

Other members of assessment team:

Name	Position	Area of expertise	Comments
Jackie Mitchell	HR Officer	Operational HR, CAS	
Karen o'Donnell	Corporate Recruitment Adviser	Redeployment	
Sandra Winters	Occupational Health Services Manager	OHS and medical issues relating to redeployment	
Clare Teeney	HR Officer	Operational HR, ES	
Pam Thompson	Consultation Support Officer	Consultation, equalities and related community areas	
Tina Wolverson	Redeployment Officer	Redeployment	
Jocelyn Franklin	HR Officer	Operational HR, CAS	

<b>Question</b>	<b>Response/ findings</b>
What are the main aims and objectives or purpose of the policy, practice, service or function that you are assessing?	To provide an opportunity to secure continued employment in the Council for employees with a minimum of 12 months service with ongoing access to the procedure to support them returning to their previous grade.
Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person, team, department, or body – and include any outside organisations who deliver under procurement arrangements	Every department who has affected employees and recruiting managers in the organisation
<b>Question</b>	<b>Response/ findings</b>
Who is affected by the policy, practice, service or function, or by how it is delivered? Such as, who are the external and internal customers, groups, or communities?	Internal employees who meet the criteria and need to be redeployed. Receiving departments who employ redeployees. Departments who are responsible to protect salaries for the required period
What outcomes do we want to achieve, why and for whom? For example, what do you want to be providing, how well, what changes or improvements, and what should the benefits be for customers, groups or communities?	To achieve successful, continued employment with the council for affected employees because the council wants to retain its existing employees. To demonstrate commitment of retention of employment to existing employees and best practice to the community and other employers. The benefits will be employee commitment, empowerment and motivation and a resulting positive impact on service delivery and reduced recruitment costs.
<b>Question</b>	<b>Response/ findings</b>

<p>What existing or previous inspections of the policy, practice, service or function are there? For example, Best Value Inspections, policy reviews, research into the effects of a policy or practice.</p> <p>What did they tell you?</p>	<p>Policies were reviewed in 2004 as a result of legislation relating to fixed term workers. The review told us that the procedure needed to be more closely aligned to operational practice</p>
<p><b>Identifying potential equality issues and factors</b></p>	
<p><b>Question</b></p>	<p><b>Response/ findings</b></p>
<p>What do you already know about the equality impact or need? For example, from research, feedback, consultation or any performance monitoring</p>	<p>It is the application of other procedures which may impact on an individual such as attendance monitoring, redundancy, disciplinary and so on resulting in them having access to the redeployment procedure</p>
<p><b>Question</b></p>	<p><b>Response/ findings</b></p>
<p>Is there any evidence of higher or lower take up under the policy or practice, or of the service or function for any particular groups? For example, who uses the service, who doesn't and why not?</p>	<p>Evidence shows that in the last 12 months more men have had access to the redeployment procedure proportionately than are employed at the council. Similarly, white British employees and employees with a disability are also more proportionately affected</p>
<p>Have there been any important demographic changes or trends locally? For example is the population changing, and if so, how and what might that mean for the service or function?</p>	<p>As the redeployment procedure is a totally internally facing procedure that only affects employees after 12 months service, short term demographic changes do not impact on the numbers of employees accessing the procedure. However, over time such changes would affect the council through recruitment and we would expect to see some impact on this procedure eventually. Such changes could be picked up as part of recruitment monitoring.</p>

Question	Response/ findings
Is there an indication that any of the policies or practices involved with the service or function creates particular problems or difficulties for any groups of customers or communities?	We have no feedback data or monitoring that indicates any groups are presented with particular difficulties through the policies being applied.
What information or data exists? For example, statistics, customer feedback, complaints, research, monitoring – who keeps it and can you get hold of it?	Statistics of redeployees relating to equality and diversity are collected on a database. Numbers are monitored in relation to the categories of reasons for redeployment. Currently no feedback is obtained from redeployees but we could investigate how this information could be gathered.
Question	Response/ findings
Does any equality or diversity objectives already exist? If so, what are they and what is current performance like against them?	No – redeployment is a secondary process to other procedures being applied.

<p>Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?</p>	<p>No it does not have a positive or negative effect on particular people but the policy is supposed to have a positive effect on offering continued employment to all eligible employees</p>
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## Collecting the information and data about how the policy, practice, service or function, impacts on communities

Please record your information and data in this table and think about:

what information or data you will need  
 using both quantitative and qualitative data  
 making sure that where possible there is information that allows all perspectives to be considered  
 identifying any gaps in the information/ data and what it can tell you

<b>Data or information</b>	<b>When and how was it collected?</b>	<b>Where is it from?</b>	<b>What does it tell you? You need to consider all six equality strands where you can</b>	<b>Gaps in information</b>
Customer feedback and complaints	Don't currently collect	Employees accessing redeployment		No recording takes place of complaints or feedback. We need to develop a process for collecting information and use it to inform how policies and procedures are applied. This should be obtained from both employees and recruiting managers

Consultation and community involvement	Trade Unions are consulted on policy development Corporate Joint Committee receives quarterly stats on current number of redeployees	TU representatives , managers and employees	Changes required to policies to achieve consensus and policy is agreed through consultation  Any issues that TUs/ Managers have in relation to policy or process	Lack of consultation with employee based networks
Performance information including Best Value	-	-	-	No performance targets set and not relevant to these policies as redeployment can only be achieved if vacancies are available
Take up and usage data	Successful redeployment information collated as well as people not achieving redeployment before the end of their notice period	From information held by Redeployment Officer	Details of the employees and the equality monitoring information related to gender, ethnicity and disability and whether there is less success of redeployment for minority groups	We are not collecting information related to age, sexuality or religious belief
Comparative information or data where no local information	No comparative data from other Local Authorities or other employers	-	-	Potential need for benchmarking options to be explored



Census, national or regional statistics	N/A			
Access audits or assessments such as DDA assessments	This would be dealt with on an individual basis as required. Carried out in consultation with the department and Occupational Health Service as necessary	Employees on the redeployment register	Individual difficulties in accessing the procedure	Recording of when access issues have been raised and dealt with
Workforce profile	Collected using internal database	All employees providing information	Numbers of employees and the ability to compare employees on the redeployment register	Not recording age, sexuality or religious belief on stats
Where service delivered under procurement arrangements – workforce profile for deliverers	N/A			
Monitoring and scrutiny outcomes	N/A			

## Analysing the information and data and setting equality objectives and targets

Please give your detailed findings in this table

Service or function	Policy or practice	Findings	Which groups are affected and how	Whose needs are not being met and how?
Customer feedback/ complaints	Not recorded	-	-	Unknown
Consultation networks	Do not use networks for consultation	-	-	Unknown but would gain from feedback from the Black Employees Support Network and the Disabled Employees Network when reviewing policy or operational changes to practice.
Expanding categories of recording	Do not record employees' age, sexuality or religious belief	-	-	Unknown but need to explore the collation of data across the additional three areas.
Accessing policies/ procedure	Individual arrangements are made for people with access issues	None are recorded so cannot identify any problems	See previous box	Unknown



## Objectives - process, impact or outcome based

Please give your proposed objectives/ targets in this table

<b>Objective/Target:</b>	To obtain information from employees and managers on the application of the process
Specific	Draft an form to use after the process
Measurable	Agree the form
Achievable	Resources already identified
Relevant	Provides an opportunity to highlight issues/provided feedback
Timed	September 07

<b>Objective/Target:</b>	To use the BESN and DEN for consultation purposes on policy review and operational practice
Specific	Review policies
Measurable	Networks provide feedback on policy revisions and have input with suggestions
Achievable	Yes
Relevant	Provides opportunity for wider consultation and feedback
Timed	March 08

<b>Objective/Target:</b>	To include age, sexuality and religious belief on employees on data recorded
Specific	Amend form to record employee information
Measurable	Amend form and implement
Achievable	Yes
Relevant	It will help us with collating required equalities information
Timed	September 07

## Monitoring and reviewing - incorporating into performance management

Please summarise your objectives and targets in this table with your proposed monitoring and reporting arrangements

Objective	Planned action	Target performance			Responsible lead officer	Reporting cycle, for example, quarterly
		2005/6	2006/7	2007/8		
To obtain information from employees and managers on the application of the process	Develop and implement form to be sent to employee and managers	-	-	-	Tina Wolverson Redeployment Officer	N/A
To use the BESN and DEN for consultation purposes on policy review and operational practice	Carry out a review of the policies and consult with the networks	-	-	-	Tina Wolverson	N/A
To include age, sexuality and religious belief on employees on data recorded	Amend form used to collect information on individuals on redeployment register and carry out analysis of collated data	-	-	-	Tina Wolverson	Quarterly with redeployment stats to CJC