

EQUALITY IMPACT ASSESSMENT (STAFFING)

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Name of service/s affected	Customer Services, Benefits, Parking Division		
Staffing changes proposed	The proposals include: The deletion of 6.25 FTE posts, of which 3 are occupied, and the creation of 1 FTE fixed-term post. Overall this represents a net deletion of 5.25 FTE posts. The three employees whose posts are proposed for deletion have been consulted with but it is considered likely that redeployment opportunities would be available to all three, if the proposals are agreed.		
No.	Question	Yes/No	Comments
1.	Is there a particularly high number of any of group of staff affected by the change, according to the following categories:		
	• Ethnicity	Yes	83% of affected staff are from minority ethnicity groups, while 65% of the Division's workforce are from minority ethnic groups.
	• Gender	No	67% of both affected employees and the Division's workforce is female.
	• Age	No	The average age of affected employees is 44, while the average of the Division's workforce is 43.
	• Disability	No	17% of both affected employees and the Division's workforce have declared that they have a disability.
	• Religion or belief	Information not held	
	• Sexual orientation	Information not	

		held	
2.	What is the less favourable effect?		There will be a net deletion of 5.25 posts with three of these posts being occupied. It is considered likely that redeployment opportunities would be available for displaced staff.
3.	If you have identified potential discrimination or less favourable treatment, are there valid, legal and/or justifiable explanations for this?		The proposed structure is considered to be best able to deliver services to residents, given the budget available. Any consultation responses will be considered.
4.	What alternative options have been considered to minimise the impact on these groups of staff (eg alternatives to compulsory redundancy such as reduced hours, voluntary redundancy etc)		Volunteers for redundancy or a reduction in hours will be sought where appropriate. It is considered likely that redeployment opportunities would be available for displaced staff.
5.	Do any selection criteria being used ensure equality for all groups?		Affected staff and union representatives will be consulted on selection criteria.
6.	What assistance is being provided to ensure all staff are equipped for the selection process (eg interviewee techniques training)		Staff will be offered training where applicable.
7.	Can we reduce the impact by taking different action?		The proposed structure is considered to be best able to deliver services to residents, given the budget available. Any consultation responses will be considered.