

APPENDIX 4 EQUALITY IMPACT ASSESSMENT

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

No.	Question	Yes/No	Comments
1.	Does the proposed change affect one group less favourably than another on the basis of:		
	<ul style="list-style-type: none"> Ethnicity 	No	32% of staff in the affected services are from black, Asian, minority ethnic (BAME) groups compared to 68% non BAME. However all staff are affected and there is no anticipated risk of redundancy in the proposals.
	<ul style="list-style-type: none"> Gender 	No	87% female / 32% male staff are affected by the proposal but as there are no anticipated risks of redundancy it is not considered that one group will be affected less favourably than another.
	<ul style="list-style-type: none"> Religion or belief 		Information not held.
	<ul style="list-style-type: none"> Sexual orientation 		Information not held.
	<ul style="list-style-type: none"> Age 	No	16% aged 55+ / 84% aged under 55. As there are no anticipated risks of redundancy it is not considered that one group will be affected less favourably than another.
	<ul style="list-style-type: none"> Disability 	No	13% of staff have an identified disability 87% have no identified disability. As there are no anticipated risks of redundancy it is not considered that one group will be affected less favourably than another.
2.	What is the less favourable effect?	None	
3.	If you have identified potential discrimination or less favourable treatment, are there valid, legal and/or justifiable explanations for this?	N/A	
4.	What alternative options have been considered to minimise the negative impact on these groups of staff (e.g. alternatives to compulsory redundancy such as reduced hours, voluntary redundancy etc)?	N/A	

5.	How does any selection criterion being used ensure equality for all groups?		Although there are not anticipated to be any risks of redundancy in determining allocation of workers to teams managers will initially seek expressions of interest and if these fit the available roles in each team, staff will slot in. If they do not a selection process with transparent criteria will be used to enable staff to be allocated to teams. The work will be similar across teams but the ages of the client groups will differ.
6.	What assistance is being provided to ensure all staff are equipped for the selection process?		Staff will be supported by their manager and HR throughout the process. Training will be provided as appropriate and a significant workforce development programme will be in place for the whole service to embed any changes in practice required.
7.	What alternatives are there to achieving the change guidance without the impact?		There is generally support for the changes as they have the potential to improve the experience of service users / partners and staff within the service.