

Equality Impact Assessment (EIA) Recording for Organisational Change

This Equality Impact Assessment is an improvement tool to assist with Organisational Change. It will assist you in ensuring that you have thought about the needs and impacts of staff in relation to the protected characteristics. It also enables a systematic approach to identifying and recording gaps and actions.

Please note: This EIA template should only be used for organisational change purposes. A separate EIA template is available for assessing the equality impact upon policy/ procedure/ function/ service.

Step 1- Introductory information

Title of Action Plan	Customer and Information Services Restructure
Department and Section	Customer and Information Services
Name of Officers and others undertaking this assessment	Karey Barnshaw

Step 2 – Overview of Service/Team being assessed:

Department and Section subject to Organisational change	Contact Centre Customer Service (Including Admin Team) Lagan Team Customer Development Team ICS
No. of employees affected (i.e. number of employees who are being formally consulted)	16

Step 3 – What we already know and where there are gaps in information:

What is the profile of the employee group likely to be affected? Please state %'s of employees within each group. To view workforce profile information about the Service or Council as a whole, please contact Claire Richards (Systems and Information Officer, Finance & Property).

(Note: Where there are less than 5 employees affected then it may not be possible / appropriate to report on this section).*

<u>Age</u> Profile	<u>Disability</u> % disabled	<u>Race</u> % BME	<u>Religion or Belief</u> % from different faith groups	<u>Sex</u> % men % women	<u>Sexual Orientation</u> % LGB
20-64	2.38	Other – 1.19	Agnostic – 1.19	Women – 75%	Unable to provide

		Other white – 1.19 Indian – 8.33 Not stated – 3.57 Prefer not to say – 1.19 White British – 78.57 White Irish – 1.19 Blank – 4.76	Atheist – 7.14 Christian Orthodox – 9.52 Christian Protestant – 16.67 Christian Roman Catholic – 3.57 Hinduism – 5.45 Islam Sunni – 1.19 Other – 7.14 Prefer not to say – 9.52 Blank – 38.10	Men – 25%	
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Step 4 – Assessing the impact

<p>What conclusions are you able to draw from the information collected above? Is a particular protected group likely to be disproportionately affected?</p>
<p>The information suggests that the directly affected employees is broadly representative of the Council's workforce as a whole in terms of age, disability and gender.</p>
<p>Outline any measures that could be taken to mitigate this change disproportionately affecting specific groups e.g. Amending the group affected, assistance with travel, changes to the work environment, flexible working opportunities.</p>
<p>N/A</p>
<p>Will the proposed changes make it more difficult for employees from particular protected groups to comply with?</p> <p>Is the work environment changing? Are new skills or qualifications required that employees from a particular protected group are less likely to have? If so, what can you do to mitigate this?</p>
<p>No significant barriers of negative impacts on particular groups of staff have been identified</p>

<p>Does the selection process have the potential for some groups of employees to find it more difficult to comply with, and if so what adjustments are you able to make to the process? <i>e.g. Have reasonable adjustments been considered for disabled applicants?</i> <i>Is the language being used likely to be more difficult to some groups?</i> <i>Is the timing of the any selection process likely to be difficult for some people?</i></p>			
<p>The selection process will be in line with Council procedure and as such any candidates will have the opportunity to request any reasonable adjustments to the process. It is not expected that the process would have potential to make it more difficult for any groups to comply with. Dates, time and locations of any interview process will be agreed with individuals to ensure this would be suitable for them.</p>			
<p>If this change will result in a change to the way in which the service is to be delivered, then have you conducted a separate Equality Impact Assessment on the changes to the service? If not, then please explain why.</p>			
<p>The changes proposed will not affect the way services will be delivered.</p>			
<p>Based on your answers to the questions above what equality impact do you consider that the restructure is likely to have?</p>			
<p>No Impact</p> <input type="checkbox"/>	<p>Positive Impact</p> <input type="checkbox"/>	<p>Neutral Impact</p> <input checked="" type="checkbox"/>	<p>Negative Impact/ Impact Not Known</p> <input type="checkbox"/>
<p>What are the reasons for your decision?</p>			
<p>The restructure is designed to ensure that staffing resources within the service are aligned to meet the services future needs. The main changes are creating new roles to support the service and enable the successful delivery of its objectives.</p>			

Step 5 – Conclusion and sign-off

<p>Approved by Karey Barnshaw (Manager who is leading on the reorganisation)</p>
<p>Date: 13th November 2017</p>

Once completed the manager should distribute a copy to the trade unions with the Action Plan at the start of the formal consultation process.

*If an employee(s) can be identified by this data, then it may not be appropriate to share the EIA with other employees. If this is the case managers should speak to the employee to consider how to manage this.