

Equality Impact Assessment (EqIA)

Before completing this EqIA please ensure you have read the EqIA Guidance Notes

Title	Restructure of Assets & Property		
Date assessment started:	January 2020	Version No:	003
		Date of completion:	20 March 2020

Type of Strategy, Policy, Project or Service:

Is this Equality Impact Assessment (please put a cross in the relevant box)

Existing:	<input type="checkbox"/>	Changing, update or revision:	<input type="checkbox"/>
New or proposed:	<input checked="" type="checkbox"/>	Other (please explain):	<input type="checkbox"/>

Is this Equality Impact Assessment (please put a cross in the relevant box)

Internal:	<input checked="" type="checkbox"/>	External:	<input type="checkbox"/>	Both:	<input type="checkbox"/>
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Report Created By:

Name:	David Roe
Job Title:	Head of Assets & Property
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Members of the assessment team:	

Step 1: Aims

<p>What are the aims of your strategy, policy, project or service?</p> <ul style="list-style-type: none"> The Tranche 1b transitional restructure created a new and converged Assets and Property Service. This restructure whilst removing duplication, has left a number of gaps in our service delivery model. Minor changes to the structure are proposed to reintroduce functionality in relation to both the convergence/integration of teams as well as creating four Team Leader positions. 99 staff are in-scope, 49 staff are out of scope. There are 13 new posts which staff will have the opportunity to apply for. 33 staff will see a change in their line management. A short-term interim structure has been introduced with effect from November 2019. There are some proposed changes to employee working arrangements together with changes in terms and conditions in the Building Surveying and Property Maintenance Team. A number of posts listed in the change management document will be required to provide a 24 hour standby and response service on a rota basis. A number of posts listed in the change management document, will require a change in work place/centre of duty as part of the convergence. These changes overall are of a relatively minor nature but are deemed (by HR) to be sufficient to warrant a full formal restructuring process. This is <u>not</u> transformational restructuring, and this is likely to follow in due course.
<p>What is the background or context to the proposal?</p>

- The new Assets and Property service created through the Tranche 1b restructuring in July 2019 has been established to manage all aspects of the Dorset Council's converged property estate.
- There are five specific service areas led by Service Managers who integrate the team's activity to meet the overall aims of the service and in turn, Dorset Council.

1) Assets, Estates and Facilities Management (In scope)

Strategic management of the corporate, operational and rural estates, assets and investment properties; acquisition and disposals; coordinating the Asset Management Plan; management of property data and the asset register. Day to day management of corporate property, including caretaking, security, cleaning, catering, meeting room management, postal services and waste.

2) Building Projects (Out of scope)

End to end delivery of capital building programme, including new building, remodelling, refurbishment, extensions and accommodation projects.

3) Building Surveying and Property Maintenance (In scope)

Statutory, programmed and best practice maintenance; reactive repairs; alterations; adaptations and refurbishments; periodic condition inspections and surveys; helpdesk; administration of RMMSCW framework, corporate assurance issues and energy management.

Corporate Assurance and Technical Services

Oversight of construction health and safety and statutory assurance related to Dorset Council and the way in which it provides its services. The promotion of energy efficiency in buildings and renewable energy installations and strategies to maximise reduction in energy consumption and carbon emissions to combat climate change. Procurement of utility contracts for the council and partners and subsequent contract management.

4) Engineering Services and Special Projects (In scope)

The inspection and maintenance of engineering infrastructure; delivery of engineering projects; acting as statutory consultee for flood and coastal erosion matters.

5) Premises Commissioning (Out of scope)

Managing the Children's Services property requirement and supporting Children's Services staff based in those properties. The Team commissions all Children's Services Capital programme works from whole new school projects to meet 'Basic Need' requirements down to minor adaptations required on maintained school properties to enable suitable access for students with EHC plans. The Team also acts as liaison between the Directorate and Estates and Legal Services colleagues when dealing with property related transactions.

Step 2: Intelligence and Communication

<p>What data, information, evidence and research was used in this EqIA and how has it been used to inform the decision-making process?</p>
<p>Assets and Property Change Management Arrangements.</p> <p>January 2020 Personal data from DES and Resource Link (local authority Employee Information Systems)</p> <p>Once the above paper was issued, communications commenced with the affected staffing group via consultation meetings.</p>
<p>What data do you already have about your service users, or the people your proposal will have an impact on?</p>
<p>Data included in Step 3: Assessment is taken from personal data in DES and Resource Link. These figures have been included within the Equality Impact Assessment itself, wherever possible.</p> <p>It should also be noted that the information in DES and Resource Link is reliant on employees populating these fields themselves and as this is not mandatory; there are some instances where no information has been recorded, or the individual has chosen not to provide such information or Dorset Council does not ask for this data.</p> <p>There will be an opportunity to gather further details during the consultation period about those with protected characteristics, for example if they have any additional requirements or are in a caring role.</p>
<p>What engagement or consultation has taken place as part of this EqIA?</p>
<p>Employees have been invited to attend formal consultations meeting with Management, HR and Trade Unions. These meetings took place on Wednesday 8th January 2020.</p> <p>It is anticipated that there will be 45day consultation period which will close on 19th February 2020.</p> <p>It is anticipated that the new staffing structure will be in place by 1st April 2020.</p> <p>Following the consultation period which ended on 19 February 2020, the number of employees who were in scope of this restructure has reduced from 99 to 12. As such, on the 06 March 2020 amendments have been made to the assessment section of this impact assessment to just include the 12 people who are now in scope with some people at risk of redundancy (we will not be disclosing the number to reduce the risk of identifying).</p>
<p>Is further information needed to help inform this proposal?</p>
<p>No</p>
<p>How will the outcome of consultation be fed back to those who you consulted with?</p>
<p>The outcomes will be fed back formally and in writing by the Head of Assets & Property.</p>

Step 3: Assessment

Who does the service, strategy, policy, project or change impact?

- If your strategy, policy, project or service contains options you may wish to consider providing an assessment for each option. Please cut and paste the template accordingly.

For each protected characteristic please choose from the following options:

- Please note in some cases more than one impact may apply – in this case please state all relevant options and explain in the ‘Please provide details’ box.

Positive Impact	<ul style="list-style-type: none"> • Positive impact on a large proportion of protected characteristic groups • Significant positive impact on a small proportion of protect characteristics group
Negative Impact	<ul style="list-style-type: none"> • Disproportionate impact on a large proportion of protected characteristic groups • Significant disproportionate impact on a small proportion of protected characteristic groups.
Neutral Impact	<ul style="list-style-type: none"> • No change/ no assessed significant impact of protected characteristic groups
Unclear	<ul style="list-style-type: none"> • Not enough data/evidence has been collected to make an informed decision.

Age:	Unclear Impact														
What age bracket does this affect?	<p>The number of employees who are now in scope is 12, the following table details which age group they sit in. Please note we have used percentages to reduce the risk of identifying and if the number is less than three, we have not included a %.</p> <p>The people at risk are in the upper age groups</p> <table border="1"> <thead> <tr> <th>Age groups</th> <th>% of people</th> </tr> </thead> <tbody> <tr> <td>16-24</td> <td>0</td> </tr> <tr> <td>25-39</td> <td>25%</td> </tr> <tr> <td>40-49</td> <td>42%</td> </tr> <tr> <td>50-59</td> <td>Less than three and we do not want to risk identifying</td> </tr> <tr> <td>60-64</td> <td>Less than three and we do not want to risk identifying</td> </tr> <tr> <td>65+</td> <td>Less than three and we do not want to risk identifying</td> </tr> </tbody> </table>	Age groups	% of people	16-24	0	25-39	25%	40-49	42%	50-59	Less than three and we do not want to risk identifying	60-64	Less than three and we do not want to risk identifying	65+	Less than three and we do not want to risk identifying
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60-64	Less than three and we do not want to risk identifying														
65+	Less than three and we do not want to risk identifying														
Please provide details:	All staff will be treated equally regardless of age.														

Disability:	Neutral Impact
Does this affect a specific disability group?	There are 0 employees in scope of this review who have declared a disability.
Please provide details:	All staff will be treated equally regardless of their disability status. however, if someone should declare a disability during the consultation - reasonable adjustments will be made to enable them to fully participate in the process

Gender Reassignment & Gender Identity:	Unclear
Please provide details:	No information has been declared as Dorset Council does not ask for this data, as such we are not able analyse as to whether there would be impact at this present time. However, all staff will be treated equally regardless of gender.

Pregnancy and maternity:	Neutral Impact
Please provide details:	<p>All staff will be treated equally. Currently there are 0 employees on maternity leave and we are not aware of anyone who may be about to take maternity leave during the process.</p> <p>All affected employees have been kept up to date with the service review proposals and will continue to be engaged on terms that suit them. Post preferencing will be operated in a manner that does not infringe the rights of any employee on maternity leave or any employee who may be on paternity or adoption leave.</p>

Race and Ethnicity:	Unclear
Please provide details:	We have insufficient data at this present time to analyse this, however all staff will be treated equally regardless of race or ethnicity.

Religion or belief:	- Unclear
Please provide details:	We have insufficient data at this present time to analyse this, however, staff will be treated equally regardless of religion or belief

Sexual orientation:	Unclear
Please provide details:	We have insufficient data at this present time to analyse this, however All staff will be treated equally regardless of sexual orientation.

Sex:	Neutral Impact						
Please provide details:	<p>The number of employees who are now in scope is 12, the following table break this down. Please note we have used percentages to reduce the risk of identifying and if the number is less than three, we have not included a %.</p> <table border="1"> <thead> <tr> <th>Sex</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>42</td> </tr> <tr> <td>Male</td> <td>58</td> </tr> </tbody> </table> <p>The people at risk are male. All staff will be treated equally regardless of sex and all employees will have the opportunity to go for any of the roles that are being developed.</p>	Sex	%	Female	42	Male	58
Sex	%						
Female	42						
Male	58						

Marriage or civil partnership:	Neutral Impact
Please provide details:	No impacts have been identified.

Carers:	Neutral Impact
Please provide details:	No impacts have been identified. Being a carer may be an issue for some employees but the Council offers flexible working conditions and opportunities for part time hours or personalised working patterns. All employees have the right to request such arrangements and this has been communicated to staff.

Rural isolation:	Neutral Impact
Please provide details:	No impacts have been identified.

Single parent families:	Neutral Impact
Please provide details:	No impacts have been identified. Childcare may be an issue for some employees but the Council offers flexible working conditions and opportunities for part time hours or personalised working patterns. All employees have the right to request such arrangements and this has been communicated to staff.

Poverty (social & economic deprivation):	Unclear Impact
Please provide details:	Employees who are offered a role in the new structure that is up to 2 grades lower than their current grade will receive salary protection for up to 18 months etc, in accordance with the Councils Salary Protection Policy

Military families/veterans:	Neutral Impact
Please provide details:	No impacts have been identified.

Step 4: Action Plan

Provide actions for **positive**, **negative** and **unclear** impacts.

If you have identified any **negative** or **unclear** impacts, describe what adjustments will be made to remove or reduce the impacts, or if this is not possible provide justification for continuing with the proposal.

Issue	Action	Person(s) responsible	Deadline
Next stages of the restructure	Formal consultation closes	David Roe	19 th February 2020
	Final Structure published	David Roe	2 nd March 2020
	Post – Preferencing	David Roe	2 – 15 March 2020
	Interviews / decisions announced	David Roe	18 – 31 March 2020
	New Structure implemented	David Roe	1 April 2020
Age & Poverty (social & economic deprivation)	<p>Employees placed at risk who are aged 55 or over will have the opportunity for early access to their pension scheme.</p> <p>All at risk employees will have the opportunity to apply for voluntary redundancy, which are enhanced terms. Redundancy estimates will be based on a minimum weekly salary of at least £351.34, to assist employees on low incomes.</p> <p>Additionally, employees who assume posts at lower salaries will have pay protection for 18 months for a maximum in line with their Sovereign Council's terms and conditions.</p> <p>Notice periods / redeployments will be for a minimum of 13 weeks to allow additional time to help find alternative positions.</p>	HR	1 April 2020

Step 5: EqlA Sign Off

Officer completing this EqlA:	David Roe	Date:	14/02/2020
Equality Lead:	Susan Ward-Rice	Date:	02/04/2020
Equality & Diversity Action Group Chair	Rick Perry	Date:	06/04/2020