

Equality Impact Assessment (EqIA)

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

Title	Restructure of the Waste Enforcement Team		
Date assessment started:	November 2019	Version No:	002
		Date of completion:	04/03/2020

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

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Members of the assessment team:	

Step 1: Aims

What are the aims of your strategy, policy, project or service?
<p>The review looks to converge three Dorset Council teams responsible for waste enforcement activities into one team. This review will also standardise Dorset Council's enforcement policies and procedures for fly tipping and abandoned vehicles to ensure consistency. This will also ensure one team is responsible for reporting environmental crime figures to the Environment Agency.</p> <p>The review seeks to provide an Enforcement team structure with permanent positions that will provide greater service resilience and allow for any future changes in government legislation to be accommodated.</p> <p>This restructure will see an increase in roles for specifically waste enforcement activities. This demonstrates a positive impact on citizens and visitors to Dorset as there will be increased resources to investigate and combat environmental and waste crime.</p>
What is the background or context to the proposal?
<p>Waste enforcement activities are currently split between three teams across Dorset Council.</p> <ol style="list-style-type: none"> 1) Fly tipping and abandoned vehicles investigations in the former Purbeck District Council area is carried out by Environmental Enforcement Officers alongside dog warden duties. These officers form part of Dorset Councils Environmental Protection service.

- 2) Abandoned vehicles in the former West Dorset District and Weymouth & Portland Borough Council areas are carried out by Civil Enforcement Officers alongside their parking enforcement duties. These officers form part of Dorset Councils Parking Services team in Highways.
- 3) All fly tipping and abandoned vehicle cases across areas of Dorset which are not covered in point 1 and 2, are the responsibility of the Dorset Waste Partnership (DWP).

The enforcement restructure proposes a new structure that converges all Dorset Council waste enforcement activities into one team which is based within waste services (formally known as the DWP).

The restructure will see an increase in the number of roles in waste enforcement increase from 4.43 FTE's to 5 FTE's.

There will be a change in the centre of duty, the proposal is for Princes House in Dorchester, but flexible working and using depots will be offered.

Step 2: Intelligence and Communication

What data, information, evidence and research was used in this EqIA and how has it been used to inform the decision-making process?

Dorset Waste Partnership Commercial Waste & Strategy Change Management Arrangements November 2019, version 4.

06 January 2020 Personal data from DES (local authority Employee Information System)

Once the above paper was issued, communications commenced with the affected staffing group via consultation meetings.

What data do you already have about your service users, or the people your proposal will have an impact on?

Data included in Step 3: Assessment is taken from personal data inputted into DES (local authority Employee Information System). These figures have been included within the Equality Impact Assessment itself, wherever possible. However, this is a small team and some of the information would identify individuals and therefore is not used here.

It should also be noted that the information on DES 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 has not been asked the question by Dorset Council. Considering the above and that this is a small team, views will be sought from each individual and the impact assessed.

There were no issues or impacts relating to protected characteristics identified from staff who are in-scope of the restructure during the consultation process.

What engagement or consultation has taken place as part of this EqIA?

- Informal and formal consultation - see timetable below.

Task	Comments	Commencing on
Preliminary Consultation meeting with Trade Unions		w/c16 December 2019

Issue formal consultation letter to trade unions		6 January 2020
Invite trade unions and staff to consultation meeting(s)		w/c 16 December 2019
Consultation meeting with staff and trade unions		6 January 2020
Consultation period		
Respond to issues and revise plans as appropriate		
Individual interviews with staff concerned if required during consultation period	Meetings to be held with Service Managers to respond to any issues staff wish to raise individually about their employment situation	6 January 2020 – 19 February 2020
Final Structure reviewed		20 February 2020 – 22 February 2020
Is further information needed to help inform this proposal?		
No		
How will the outcome of consultation be fed back to those who you consulted with?		
It will be fed back formally and in writing by the Head of Commercial Waste & Strategy.		

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:	Neutral Impact
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What age bracket does this affect?	Age	% of staff affected
	25-39	14%
	40-49	29%
	50-59	29%
	60-69	29%
Please provide details:	All staff will be treated equally regardless of age.	

Disability:	Neutral impact
Does this affect a specific disability group?	Employee data does not identify any specific disability characteristics for any of these individuals. However, if someone should declare a disability during the consultation - reasonable adjustments will be made to enable them to fully participate in the process.
Please provide details:	57% of employees have not provided any data to date.

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 employees will be treated equally regardless of their gender identity.

Pregnancy and maternity:	Neutral impact
Please provide details:	Currently there are no staff on maternity, paternity or adoption leave.

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, all employees 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 employees will be treated equally regardless of sexual orientation.

Sex:	Neutral Impact
Please provide details:	Female 2 Male 5

	The service employs more males, however, no impacts have been identified at this stage. All staff will be treated equally regardless of sex.
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Marriage or civil partnership:	Neutral Impact
Please provide details:	No impacts have been identified to date.

Carers:	Neutral Impact
Please provide details:	No impacts have been identified to date. 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 to date.

Single parent families:	Neutral Impact
Please provide details:	No impacts have been identified to date. 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):	Neutral Impact
Please provide details:	No impacts have been identified to date.

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

Step 4: Acton 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	How will it be monitored?
Lack of data on protected characteristics	Accommodate the declaration of protected characteristic data during the consultation process	Matthew Boulter	19 February 2020	Employees providing protected characteristic data through the consultation process.

Step 5: EqlA Sign Off

Officer completing this EqlA:	Matt Boulter	Date:	04/03/2020
Equality Lead:	Susan Ward-Rice	Date:	06/03/2020
Equality & Diversity Action Chair:	p.p. Susan Ward-Rice	Date:	06/03/2020