

Equality Impact Assessment (EqIA)

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

Title	Restructure of the Building Control team in Community and Public Protection		
Date assessment started:	January 2020	Version No:	002
		Date of completion:	21 May 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:

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Members of the assessment team:	Nikki Archer, HR

Step 1: Aims

<p>What are the aims of your strategy, policy, project or service?</p> <p>The former district councils had different team structures depending on the size of the former authority. The members of the teams are graded differently across the council with some team members at higher grades, some with market supplements. Due to historical regrading and job evaluation reviews in one council some grades reduced and some of the existing team left and thus created vacant posts. These were advertised and the authority was unable to recruit at this grade. Due to ongoing work load pressures the authority filled these vacant posts with agency staff at a high cost to the authority.</p> <p>To reduce our costs and introduce a single set of terms and conditions including grades and positions, the review is required to enable the team to advertise and recruit permanent employees.</p> <p>Building control is a service that is open to competition with the private sector for the "Building Regulation fee earning" element of our work. To remain competitive across Dorset we aim to maintain market share which brings in revenue to the Council to be a "cost recovery" service.</p> <p>The government and the building safety programme are currently reviewing fire safety legislation. Professional competencies of Building Control professionals both public and private sector will have to be reviewed. Competencies of employees will relate to the types of building projects that the officers can work on. Our new proposed structure with Team</p>
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Leader and Senior Building Control Officer positions will reflect the roles and responsibilities required to deliver the range of projects in Dorset.

The team is currently managed by a mix of direct reports to the Service Manager for Building Control (former East and Purbeck) and the Team Leader (former Dorset Council Partnership). The new structure will enable the Service Manager to have policy and directional leadership of the team and manage the 2 team leaders. These Team Leaders will manage the day to day operational needs and development of the Building Control service.

What is the background or context to the proposal?

The Building Control team is one of the seven services within the Community and Public Protection service reporting to the Head of Community Safety and Public Protection as part of the Place Directorate. This function was historically delivered by the district and unitary councils.

The Building Control team ensure that buildings in Dorset are safe and legal and comply with the UK Building Regulations and the Building Act, these regulations are the minimum standards for design, construction and apply to virtually every building in which we live or work.

Building Control is open to competition for the building regulation fee earning element of our work, this accounts to about 70% of an officer's time while the remaining 30% of time is taken up with statutory duties such as Dangerous structures, enforcement, building construction advice both to members of the public and to other key holders and services.

The team works from 6 offices in Dorset and is staffed by full time 10 /part time staff 4. The team has currently 6 vacant posts that are covered by 5 agency workers.

Once Building Regulation applications are submitted to the authority Building Control officers undertake plan assessment to ensure compliance with the Building Regulations, if all is satisfactory formal Approvals are issued. When work starts on site the officers undertake site inspections as per the agreed site inspection plan as advised by the national Building Control Performance standards. These inspections will aim to ensure compliance with the regulations and that the responsible person for compliance with the regulations is undertaking that duty.

There are other forms of applications that are dealt with by the officers including Building Notices that require more site design discussions with owners and contractors and Regularisation applications that deal with unauthorised, potentially unsafe and illegal building work.

A review of the current arrangements has been undertaken and it is proposed to restructure.

The review of the structure of the building control team is to bring the team together from the previous district council structure and to harmonise positions and job titles that were different. The structure will aim to regrade some of the post to be equal across the service, to reflect the current market value for the professional staff and hopefully enable the council to go to advert with a view to filling the vacant posts and recruiting permanent members of staff thus avoiding the need for agency staff and the higher costs to the service.

Alongside the structure changes to the Building Control Officer team the Technical Support Team will also be restructured to introduce a single set of terms and conditions including pay scales and reporting line management. This team reports to the Business Manager for Place.

Under the former District Councils the technical support roles reported to different managers. In some cases they also undertook different levels of work to fit in with the pay grade. The proposed new structure will ensure all the support staff will have a consistent job description and pay scale across the entire team.

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?

Community & Public Protection – Building Control Change Management Arrangements January 2020.

06 January 2020 Personal data from DES and Resource Link (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 in DES and Resource Link. These figures have been included within the Equality Impact Assessment itself, wherever possible.

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.

There will be opportunities to gather further details during the consultation period and restructure from employees.

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

Task	Comments:	Commencing on:
Preliminary consultation meeting with Trade Unions		w/c 16 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

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?
The outcomes will be fed back formally and in writing by the Service Manager for Building Control.

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	
What age bracket does this affect?	Total number of people	
	Age Groups	
	25-39	5
	40-49	7
	65+	2
	50-59	7
60-64	2	
Please provide details:	All employees will be treated equally regardless of age.	

Disability:	unclear
Does this affect a specific disability group?	
Please provide details:	No employees in scope of this review have declared a disability. 8 Employees have recorded a status of ‘Not Disabled’. The remaining 15 employees have not provided a response. 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:	Neutral impact
Please provide details:	No information has been declared as Dorset Council does not currently collect data on employees for this category, 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 employees on maternity, paternity or adoption leave.
Race and Ethnicity:	Unclear
Please provide details:	At this present time we do not have data to analyse an impact.
Religion or belief:	Unclear
Please provide details:	We have insufficient data at this present time to analyse an impact.
Sexual orientation:	Unclear
Please provide details:	We have insufficient data at this present time to analyse this.
Sex:	Neutral Impact
Please provide details:	There is a fairly equal split of Male and Female employees in scope of this review. 12 female employees (52%) 11 Male employees (48%) All staff will be treated equally regardless of sex.
Marriage or civil partnership:	Neutral Impact
Please provide details:	No impacts have been identified at this present time.
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 can be offered.
Rural isolation:	Neutral Impact
Please provide details:	No impacts have been identified at this present time. No relocation of staff is proposed at this stage but using flexible working.

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 and this will be considered.
Poverty (social & economic deprivation):	Neutral Impact
Please provide details:	No impacts have been identified. We are not looking to reduce the numbers of staff and no employee should be worse off with the new terms and conditions. No employees will be on a low income.
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	How will it be monitored?
Recruitment	The internal applications are complete and staff have been appointed to their new positions in the new structure on new Terms and conditions.	David Kitcatt	1 st May 2020	complete
Recruitment	Internal adverts have been posted, applications received- interviews booked.	David Kitcatt	1 st July 2020	In progress
Data collection	HR to review data collection	HR	30 September 2020	in progress
Job Evaluation grading	JE panel have agreed the new grades for surveyors	David Kitcatt/HR	March 2020	complete

Step 5: EqlA Sign Off

Officer completing this EqlA:	David Kitcatt	Date:	21 January 2020
Equality Lead:	Susan Ward-Rice	Date:	17 June 2020
Equality & Diversity Action Group Chair:	Pete Bartlett	Date:	08 June 2020