

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> May 2013	<b>Directorate:</b> Corporate Services	<b>Section:</b> HR		
<b>1. Activity to be assessed</b>	Procedures for organisational change and redundancy handling, and redeployment			
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
<b>4. Officer responsible for the screening</b>	Pat Butler			
<b>5. Who are the members of the screening team?</b>	Pat Butler, Anna Whitworth			
<b>6. What is the purpose of the activity?</b>	Clearly outline the processes to be followed in an organisational restructure when changes to staffing levels are required, or where a redundancy occurs within a team and is not part of a larger restructure. Redeployment procedures following redundancy or for other reasons.			
<b>7. Who is the activity designed to benefit/target?</b>	All employees			
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?  If the impact is neutral please give a reason.		
		<b>What evidence do you have to support this?</b> E.g. equality monitoring data, consultation results, customer satisfaction information etc  Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data		
<b>8. Disability Equality</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y ✓</td> <td style="width: 50%; text-align: center;">N</td> </tr> </table>	Y ✓	N	There is a possibility of adverse impact on staff with a long term illness or disability as one of the possible criteria for selection is sickness absence record – although skills and experience are always considered before this. HR Advisors are involved with advising managers in redundancy selections and will guide managers not to consider disability related absences in this context. However if the disability prevents them from fulfilling a new or changed role, even after adaptations are considered, this might mean the employee is selected for redundancy and the
Y ✓	N			
		In our last large scale reorganisation exercise (end of 2012/13) the characteristics of the redundant staff were analysed and 7 disabled staff were affected (10% of redundant staff compared to 1.79% of total workforce). All of the 7 were over 50 so this statistic also relates to the age profile – see below. However the HR teams were satisfied that the disability itself was not the reason for their selection.		

			<p>disability could have indirectly been a contributory factor.</p> <p>Redeployment will always be considered where the person can no longer perform their job through disability or ill health and salary protection applies for up to 3 years.</p>	
<b>9. Racial equality</b>	Y	N ✓	Would not be a factor in redundancy selection	<p>Characteristics of redundant employees monitored In large exercises. In the last large exercise (effective end 2012/13) 14.9% of redundant staff were BME compared to 4.3% of total workforce – 5 people.)</p> <p>HR teams satisfied that race was not a factor in selection.</p>
<b>10. Gender equality</b>	Y	N ✓	Would not be a factor in redundancy selection	<p>Characteristics of redundant employees monitored. HR teams satisfied that gender was not a factor in selection. In the last exercise the gender balance matched the gender balance in the total workforce.</p>
<b>11. Sexual orientation equality</b>	Y	N ✓	Would not be a factor in redundancy selection	<p>Characteristics of redundant employees monitored. In the last exercise there was only one employee who was recorded as other than heterosexual or not known – statistically this was 1.4% of the redundancies.</p> <p>HR teams satisfied that sexual orientation was not a factor in selection.</p>
<b>12. Gender re-assignment</b>	Y	N ✓	No known data but no reason for it to be a factor in selection	No data
<b>13. Age equality</b>	Y ✓	N	<p>When volunteers come forward, it is perhaps more likely that an individual who is older with longer service will find the severance package attractive. However, age itself is not a factor in selection.</p>	<p>The last major severance exercise had a wide range of ages affected, from the very young to those over normal retirement age. In crude figures, the numbers over 50 were 68.7% of those made redundant compared to 27.7% in the total workforce. It should be remembered that older workers tend to have larger severance payments and therefore may have been more likely to volunteer where volunteering from a pool was applicable. HR teams were satisfied that age was not a factor in selection.</p>

<b>14. Religion and belief equality</b>	Y	N ✓	Would not be a factor in redundancy selection.	In the last major exercise 8.9% of those redundant had a religion other than Christian compared to 5.9% in the total workforce. HR teams were satisfied that the religion was not a factor in selection.
<b>15. Pregnancy and maternity equality</b>	Y	N ✓	HR advisors take particular care to ensure that pregnant employees are not selected because of their pregnancy. Employment law dictates that those on maternity leave or pregnant who are in a potential redundancy situation have priority over others for an available job if they have the correct skills set.	Not monitored.
<b>16. Marriage and civil partnership equality</b>	Y	N ✓	Irrelevant in redundancy selection.	Not monitored.
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.</b>	Whilst the financial impact of a redundancy will clearly be more acute on a low income or single income family, the circumstances of the individual should never be considered in redundancy selection – this is about the requirements of the post and not the person.			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	Impact of redundancy cannot be avoided but care is taken to ensure that the grounds for selection are objective and not directly related to protected characteristics.			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>	The personal characteristics of the individuals to be made redundant are not known to decision makers at the initial stages i.e. when the decisions are taken to close/reduce service areas. The numbers affected, even in a large exercise, are quite small and lead to a disproportionate impact on percentages. In addition, the services being reduced have different profiles to the total population – if a service is being closed where BME staff are more heavily represented than in the total workforce, for example, then inevitably this will be disproportionate to the total workforce and for non-discriminatory reasons. Every exercise's profile will be different depending on the services being affected.			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	Y	N✓	No. There is no evidence that discrimination is a factor in the selection of services to be reduced or employees to be made redundant.	
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	None			
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	Y	N✓		

**23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data?** Please complete the action plan in full, adding more rows as needed.

Action	Timescale	Person Responsible	Milestone/Success Criteria
<p><b>24. Which service, business or work plan will these actions be included in?</b></p>			
<p><b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b></p>			
<p><b>26. Chief Officers signature.</b></p>	<p>Signature: TONY MADDEN</p>		<p>Date: 3 June 13</p>