

Equality and Fairness Analysis Findings Report



Officer(s) responsible for the Equality and Fairness Analysis	Josie Grayson, HRBP Claire Kelly, HRBP OD Helen Knight, HR Manager
Officer responsible for the proposal	Becky Cooke, Assistant Director
Proposal	To create a Change Management Process for the HR Shared Service
Key people involved in the proposal and its implementation	Josie Grayson, HRBP Claire Kelly, HRBP OD Helen Knight, HR Manager Becky Cooke, AD HR UNISON
Decision making bodies the analysis will be referred to	
CMT portfolio holder	Becky Cooke
Date of Forum to consider analysis	

Title of Proposal	Change Management Policy
What is the purpose of the proposal and why is it needed?	
To manage change across Lewes District and Eastbourne Borough Councils. It is needed as there is no joint change management policy currently.	

What is the scope of the proposal and its intended deliverables?

The scope of the policy is to manage change across Lewes District and Eastbourne Borough Councils.

What are the expected outcomes / longer term benefits of the proposal?

This has been covered in the purpose of the proposal section.

What information do you have to analyse the equality impact of this proposal?

The policy has been written in line with the Equality Act and existing Equality and Diversity policies and practices of both EBC and LDC.

All policies relating to change management for both organisations have also been considered when writing the policy.

Change management and related policies for similar organisations (such as fellow Councils of a similar size) have also been considered when writing the policy.

Are there are any gaps in this information and if so, what are these?

No.

What steps did you take, or are you intending to take, to fill these gaps?

N/A

ANALYSIS

Under the Public Sector Equality duty, we have an obligation to:

1. eliminate discrimination, harassment and victimisation
2. advance equality of opportunity
3. foster good relations between people who share protected characteristics and those who do not

With regard to the JTP, particular issues to consider include (but are not limited to):

- Design principles for new ways of working/proposals
- Employment Model (employer, mobile working, working patterns, structure, location, recruitment process)
- ICT (Information Technology and Communications software and hardware) / Equipment / Premises
- Impact of changes to methods of service delivery on customers

In all cases, the impact on both **staff** and **customers** should be considered. In most cases, this should involve consultation with the affected groups in undertaking this analysis.

Use the data collected in the Appendices to inform this analysis. That data should be kept confidential where small sample sizes would mean that individuals may be identifiable.

1. Elimination of discrimination, harassment and victimisation

What does all the information gathered tell you about the potential impact of the proposal on staff who share each of the protected characteristics?

Protected Characteristic		Age	
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected characteristics.	The policy has been written in line with existing policy design and has been consulted upon with Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne for approval.	There are no specific equality implications.	None

Protected Characteristic		Disability	
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected	The policy has been written in line with existing policy design and has been consulted upon my Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne	There are no specific equality implications.	The Council provides specialised equipment and communication support where this is required for any preferred candidate / worker / employee and current

characteristics.	for approval.		<p>practice would ensure this is in place prior to the commencement of their employment.</p> <p>Training in disability awareness is also available.</p> <p>These practices are in place to ensure that the council does not disadvantage its disabled employees/ disabled workers / potential employees/ workers.</p>
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Protected Characteristic		Gender Reassignment	
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected characteristics.	The policy has been written in line with existing policy design and has been consulted upon my Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne for approval.	The creation of an inclusive working atmosphere expands to our facilities and working locations. Any member of staff denied access to areas because of their gender identity has the right to raise a dignity at work claim and have that claim investigated and dealt with positively.	Dignity at work is taken seriously with any claims investigated and dealt with quickly and thoroughly. Any member of staff who feels that they are being harassed or victimised as a result of their gender identity is encouraged to use the dignity at work policy.

Protected Characteristic		Marriage and Civil Partnership	
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected characteristics.	The policy has been written in line with existing policy design and has been consulted upon my Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne for approval.	This is not considered to be applicable in regard to this protected characteristic.	
Protected Characteristic		Maternity and Pregnancy	
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected characteristics.	<p>The policy took into consideration legislation covering maternity and pregnancy.</p> <p>The policy has been written in line with existing policy design and has been consulted upon my Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne for approval.</p>	Staff who are on maternity / paternity leave will be sent a copy of the change management policy if they are subject to any change management process.	

Protected Characteristic		Ethnicity	
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected characteristics.	The policy has been written in line with existing policy design and has been consulted upon my Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne for approval.	The Council's main locations have quiet spaces that provide some privacy to individual(s) for a variety of purposes; these include praying and time for quiet contemplation. This is covered here because Islam and Judaism are considered to be ethnicities as well as religions.	

Protected Characteristic		Religion or belief	
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected characteristics.	The policy has been written in line with existing policy design and has been consulted upon my Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne for approval.	The Council's main locations have quiet spaces that provide some privacy to individual(s) for a variety of purposes; these include praying and time for quiet contemplation.	

Protected Characteristic		Sex (gender)	
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected characteristics.	<p>The policy has been written in line with existing policy design and has been consulted upon my Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne for approval.</p> <p>The policy will be applicable to both females, males, transgender, full time and part time employees. This is mentioned here as many female staff at both Councils work part time.</p>	Not considered to be applicable in regard to this protected characteristic.	

Protected Characteristic	Sexual Orientation		
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
<p>The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected characteristics.</p>	<p>The policy has been written in line with existing policy design and has been consulted upon my Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne for approval.</p>	<p>Not considered to be applicable in regard to this protected characteristic.</p>	

Other considerations		Part-time/fixed term/flexible/temporary workers	
Design Principles	Employment Model	ITC/Equipment/ Premises etc.	Other
The policy is designed to effectively and fairly manage change across the two organisations taking account of all protected characteristics.	<p>The policy has been written in line with existing policy design and has been consulted upon my Unison and is going to Employment Committee at Lewes and Joint Staff and Cabinet at Eastbourne for approval.</p> <p>The policy will be applicable to both females, males, transgender, full time and part time employees. This is mentioned here as many female staff at both Councils work part time.</p>	N/a	All staff are being briefed / consulted dependant on their employment / worker status.

Based on your evidence and engagement is there potential for a differential impact on staff who share protected characteristics? If so, what is the justification for this or what do you propose to do to mitigate it?

The differential impact will be a positive impact such as having any reasonable adjustments as required in relation to their protected characteristic if the employee undergoes change at work that is covered by the change management policy.

Based on your evidence and engagement is there potential for a differential impact on customers who share protected characteristics? If so, what is the justification for this or what do you propose to do to mitigate it?

This is not applicable, the policy only applies to staff.

2. Advancing Equality of Opportunity

What opportunities are there to advance equality of opportunity for staff through this proposal?

The explanations throughout this analysis and those specifically mentioned in regard to eliminating discrimination, explain that all potential areas to advance equality were considered when writing the change management policy.

3. Fostering Good Relations

Is there a possibility that this proposal could lead to negative perceptions among staff, and if so what will you do to counter this?

It is possible that staff may be unsettled due to the wider changes within the two Councils (ie JTP) rather than due to the policy specifically.

FINDINGS

The Councils will need to take steps to address any issues identified by this analysis. You should set out below how this will be done.

Protected Characteristic	Issue identified	Actions proposed	Lead Officer
Race	The profile of LDC and EBC staff is predominantly 'White British'.	Positive action covering the recruitment and selection process for future staff should be considered.	Becky Cooke

Quality assurance for this analysis	
How will you implement any recommendations the Equality and fairness Planning Group made?	Recommendations will be viewed as post-implementation advice.
How will the actions be monitored, when will this be reviewed and who will do this?	The actions outlined above will be monitored by the Assistant Director of Human Resources and Organisational Development.
Who will analyse the monitoring at its review stages?	The Corporate Management Team.
What could trigger a revision to this analysis?	A material challenge that undermined the process could result in a revision.
Will you involve key service users/other parties in the review process? If so, how?	Yes, UNISON will be consulted if changes to the policy are proposed.

How will you publish the results of any reviews?

Results will be published on the Council's intranet site.

For completion by the Equality and Fairness Steering Group:

Results of group discussion and recommended course of action: