

EIA for The Workforce Strategy and People Plan 2012 - 2015

1) EIA Author

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2) Service

Chief Executives Office/ Strategic Services - S/ Human Resources -SA/ Strategic Human Resources

3) Start date

08/06/12

4) What is this EIA assessing?

Strategy

5) What is the subject of your EIA and what do you hope to achieve?

The Workforce Strategy and People Plan outlines how the Council maximises human resources to look ahead and ensure that the right people with the right skills are in the right place to deliver the Council's priorities and objectives.

6) Which function level EIA(s) does it relate to?

7) Reason for doing this EIA

New policy

8) Who has been involved in writing this EIA?

Carol Murphy - Asst HR Manager, Louise Robson - Asst HR Manager (OD) and Roger Layton - JTUC.

9) Who have you consulted with when preparing this EIA?

Trades Unions

10) What other evidence is your EIA based on?

Workforce data from the Business Management System and North Tyneside demographic information from the Office of National Statistics(ONS).

11) What further consultation or evidence is required? What will be done to collect this?

As the different elements of the strategy are implemented we will review the workforce data as and when required. This may come from a variety of sources such as updated demographic information from the ONS and internal exercises such as the Staff Survey, updated BMS data and the HR Survey.

12) How does this EIA link to the corporate equality scheme 2010 - 2013 objectives?

4 - To make our workforce more representative of the borough population

5 - To increase knowledge and understanding of equality and diversity issues amongst staff and councillors

13) How will the Strategy be monitored?

- Performance indicator
- Customer feedback
- Staff feedback

14) What is currently being done to reduce any negative impacts relating to this Strategy?

Venues for training are only used if they have been assessed as being fully accessible for those with disabilities. Training materials are made available in alternative formats if requested. Equality data is available for the workforce and this is used to collect, monitor and identify positive action strategies to address the 9 protected characteristics.

15) What are the potential positive and negative impacts of your Strategy on these characteristics?

Age

Potential positive impact(s):

1. The Council has an ageing workforce and is encouraging service areas to think creatively around workforce planning by introducing graduate and apprenticeship programmes. 2. More targeted recruitment to bring younger people into the workforce and encourage a more positive perception around local government as an Employer of Choice. 3. The Council offers a flexible retirement scheme for employees who are looking to retire within the next few years of their working life.

Potential negative impact(s):

1. There are some negative impacts on older employees in relation to accessing some of the employee benefits because of the affect on pensions.

What evidence have you based this judgement on?

1. Workforce Planning documents linked to Service Business Plans. 2. Strategy documents linked to apprenticeship programmes and their related EIA's. 3. HR Policy documents and guidance. 4. Salary Sacrifice documentation including HMRC Guidelines. 5. Workforce data from BMS.

What new actions will you introduce to remove or reduce the negative impact(s)? Please include timescales and responsibility information.

	Action	Timescale	Responsibility
1	Undertake more analysis on the age profile in relation to the strands of the Strategy	Ongoing	Joint responsibility of HR and Managers
2	Any adverse impacts will be fed into the Equality and Diversity Positive Action Plan	Ongoing	Human Resources

Disability

Potential positive impact(s):

1. This strategy underpins the recruitment initiatives already implemented and being developed to encourage more people with disabilities to want to work for the Council e.g. Nationally recognised awards of The Two Ticks Symbol and The Mindful Employer. In addition the Council has implemented a local initiative known as the 20-20 Scheme. 2. Workforce development is only delivered in buildings that are accessible for people with disabilities 3. Development material and documents are available in different formats, e.g. braille, large text. 4. There is support for those employees who require Signing. 5. The Strategy supports the implementation of health, safety and wellbeing programmes to reduce absence levels and to ensure employees are supported appropriately in the workplace.

Potential negative impact(s):

1. As at 31 March 2012 there are 617 employees who have not declared whether they have a disability or not in BMS and these are predominantly in schools so the Council may not be in a position to support them.

What evidence have you based this judgement on?

Workforce profile data from BMS and actual cases dealt with at an operational level.

What new actions will you introduce to remove or reduce the negative impact(s)? Please include timescales and responsibility information.

	Action	Timescale	Responsibility
1	Continue to monitor workforce data and encourage employees to declare their personal details in relation to disability.	Ongoing	Joint responsibility between HR and Managers
2	Any adverse impacts will be fed into the Equality and Diversity Positive Action Plan	Ongoing	Human Resources

Gender

Potential positive impact(s):

1. The Council has an even distribution of male and female employees across Directorates with the exception of CYPL and Schools where it is predominantly female. 2. Workforce development programmes are timetabled across the full week where possible to ensure maximum take up of those who may work part time. 3. The strategy underpins the implementation and development of workforce initiatives to encourage those groups that are underrepresented to work for the Council and to achieve their full potential.

Potential negative impact(s):

1. The workforce profiles show that the Council's predominantly female workforce are employed in the lower grades and tend to be in part time working arrangements. This could impact on their levels of engagement.

What evidence have you based this judgement on?

1. Workforce data from BMS 2. HR Policy and guidance 3. Actual cases at an operational level

What new actions will you introduce to remove or reduce the negative impact(s)? Please include timescales and responsibility information.

	Action	Timescale	Responsibility
1	Continue to monitor workforce data	Ongoing	Joint responsibility between HR and Manager
2	Any adverse impacts will be fed into the Equality and Diversity Positive Action Plan	Ongoing	Human Resources
3	Ensure robust consultation arrangements are in place with trades unions	Ongoing	Human Resources

Race

Potential positive impact(s):

1. The Strategy itself does not discriminate against the BME staff groups as it applies to all employees. 2. The Strategy specifically includes a statement that the Council will develop a workforce that is more representative of the community we serve. 3. The Council intends to continue with positive action to address areas identified which require improvements in relation to the composition of the workforce, with detailed action plans and initiatives in place.

Potential negative impact(s):

1. The Council has a predominantly white workforce and a number of undeclared on the BMS.

What evidence have you based this judgement on?

1. The Council's workforce is currently not representative of the local population. 1.87% of the workforce is from a Black or Minority Ethnic background, compared to 4.72% of the local population.

What new actions will you introduce to remove or reduce the negative impact(s)? Please include timescales and responsibility information.

	Action	Timescale	Responsibility
1	Continue to monitor workforce data and encourage employees to declare their personal details in relation to their ethnic origin.	Ongoing	Joint responsibility between Human Resources and Managers
2	Any adverse impacts will be fed into the Equality and Diversity Positive Action Plan	Ongoing	Human Resources

Religion / Belief

Potential positive impact(s):

1. The Strategy itself does not discriminate against religion/belief as it applies to all employees. 2. The Strategy includes a statement that it intends to continue with positive action which requires improvements so that there is no discrimination on the grounds of religion and belief. 3. The Council avoids any religious sensitive days in timetabling workforce development events.

Potential negative impact(s):

1. The Council is aware that not all employees have declared this information and therefore the Council may be unable to support these individuals.

What evidence have you based this judgement on?

1. Workforce data in BMS. 2. Personal details stored within BMS which is supplied by employees on a voluntary basis.

What new actions will you introduce to remove or reduce the negative impact(s)? Please include timescales and responsibility information.

	Action	Timescale	Responsibility
1	encourage employees to declare their personal details in	Ongoing	Joint responsibility between Human

Action
relation to their religion/belief.

Timescale

Responsibility
Resources and Managers

Sexual Orientation

Potential positive impact(s):

1.The Strategy itself does not discriminate against religion/belief as it applies to all employees. 2.The Strategy includes a statement that it intends to continue with positive action which requires improvements so that there is no discrimination on the grounds of sexual orientation.

Potential negative impact(s):

1. The Council is aware that not all employees have declared this information and therefore the Council may be unable to support these individuals.

What evidence have you based this judgement on?

1. Workforce data in BMS. 2. Personal details stored within BMS which is supplied by employees on a voluntary basis.

What new actions will you introduce to remove or reduce the negative impact(s)? Please include timescales and responsibility information.

Action	Timescale	Responsibility
1 encourage employees to declare their personal details in relation to their sexual orientation.	Ongoing	Joint responsibility between Human Resources and Managers

Maternity / Pregnancy

Potential positive impact(s):

1.The Strategy itself does not discriminate against those employees on Maternity leave/pregnant as it applies to all employees.

Potential negative impact(s):

1. Unknown negative impact as although the council is able to collect this data it currently does not monitor this protected characteristic.

What evidence have you based this judgement on?

1. HR Policies and guidance.

What new actions will you introduce to remove or reduce the negative impact(s)? Please include timescales and responsibility information.

Action	Timescale	Responsibility
1 Analyse this protected characteristic for adverse impact.	Ongoing	Human Resources

Marriage / Civil Partnership

Potential positive impact(s):

1.The Strategy itself does not discriminate against those employees that are married or in civil partnerships as it applies to all employees.

Potential negative impact(s):

1. Unknown negative impact as although the council is able to collect the data it currently does not monitor this protected characteristic.

What evidence have you based this judgement on?

1. HR Policies and guidance.

What new actions will you introduce to remove or reduce the negative impact(s)? Please include timescales and responsibility information.

Action	Timescale	Responsibility
1 Analyse this protected characteristic for adverse impact.	Ongoing	Human Resources

Gender Reassignment

Potential positive impact(s):

1.The Strategy itself does not discriminate against those employees that have had their gender reassigned as it applies to all employees.

Potential negative impact(s):

1. Unknown negative impact as although the council is able to collect the data it currently does not monitor this protected characteristic.

What evidence have you based this judgement on?

1. HR Policies and guidance.

What new actions will you introduce to remove or reduce the negative impact(s)? Please include timescales and responsibility information.

Action	Timescale	Responsibility
1 Analyse this protected characteristic for adverse impact.	Ongoing	Human Resources

16) Considering the findings of this EIA, your requires

No change

17) Please specify why.

The Strategy itself recognises that projects and initiatives that sit underneath this will need to consider any changes required as a result of the outcome and findings of ongoing consultation exercises, an analysis of workforce data and operational requirements to meet the needs of those groups with protected characteristics. The majority of actions to take forward will be implemented as part of the Equality and Diversity Positive Action Plan that is held within Human Resources.

18) When will this EIA need to be reviewed?

This EIA will be reviewed annually to ensure that it is aligned to the Council's Corporate Equality Scheme and to ensure that there is no adverse impact on any of the groups with protected characteristics.