



# Equality Impact Assessment Toolkit (March 2017)

## **Section 1: Your details**

**EIA lead Officer:** Wendy Nicholls  
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**Head of Section:** Simon Fox  
**Chief Officer:** Mark Smith/Nicki Butterworth  
**Directorate:** Strategy & Partnerships  
**Date:** 21<sup>st</sup> October 2017

## **Section 2: What Council proposal is being assessed?**

Approval for continuation of Highway Maintenance Provision from October 2018

## **Section 2a: Will this EIA be submitted to a Cabinet or Committee meeting?**

**No** If 'yes' please state which meeting and what date

.....

**Please select hyperlink to where your EIA is/will be published on the Council's website**

**Strategy** (Health & Care, Intelligence, Communications, Growth, Health & Wellbeing, Strategy, Environment, Schools Commission, Housing Commission)

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017-0>

**Section 3:** Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:**

Could the proposal have a positive or negative impact on any protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

<b>Which group(s) of people could be affected</b>	<b>Potential positive or negative impact</b>	<b>Action required to mitigate any potential negative impact</b>	<b>Lead person</b>	<b>Timescale</b>	<b>Resource implications</b>
All Groups BAM Nuttall TUPE staff	Positive - Employees terms and conditions will be protected by TUPE legislation  Negative – unfamiliar working environment/culture for staff transferring into Council which may have a negative impact on their performance/wellbeing.	Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) is followed before, during and after transition  <ul style="list-style-type: none"><li>- Consider needs of incoming staff</li><li>- Ensure reasonable adjustments in place</li><li>- Health and Safety policy in place</li><li>- Risk assessments carried out prior to staff starting</li><li>- Induction of staff</li><li>- Onboarding – e modules, welcome induction</li></ul>	Samantha Jones	As required	Utilising existing resources

		<ul style="list-style-type: none"> <li>- Successful integration into Council / Public Sector environment</li> <li>- TU engagement</li> <li>- Ongoing communication/consultation</li> <li>- Effective performance management</li> <li>- Clarity of roles and responsibilities</li> <li>- Opportunity for staff to feedback</li> <li>- Organisational Development Culture Plan</li> </ul>			
All Groups Customers/Residents	<p>Positive - Improving the efficiency and quality of routine / reactive work through a “one team” approach.</p> <p>Positive – Improving the efficiency and quality of customer service through a “one team” approach.</p> <p>Negative – service performance may decline and may affect customers/residents/</p>	<p>Ensure business case meets the five key aspects:</p> <ul style="list-style-type: none"> <li>- Strategic fit</li> <li>- Value for money</li> <li>- Affordable</li> <li>- Commercially viable</li> <li>- Achievable</li> </ul> <p>Business planning</p> <p>Project managed through robust project management.</p> <p>Current / transferring staff kept informed throughout the process</p> <p>TUPE Regulations followed for transferring staff before, during and after transition</p>	To be determined as part the plan for developing the Full Business Case.	As required	Utilising existing resources

**Section 4a: Where and how will the above actions be monitored?**

Internal management, project management and governance.

**Section 4b: If you think there is no negative impact, what is your reasoning behind this?**

N/A

**Section 5: What research / data / information have you used in support of this process?**

Equality Impact Assessments (EIAs) – Guidelines (March 2017)  
Transfer of Undertakings (Protection of Employment) Regulations 2006

**Section 6: Are you intending to carry out any consultation with regard to this Council proposal?**

No

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why:

No consultation is required because there will be:

- No changes to service provision
- No staff redundancies

(please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 7: How will consultation take place and by when?**

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing.

**Section 8: Have you remembered to:**

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**