



Equality Impact Assessment Toolkit (January 2021)

Section 1: Your details

EIA lead Officer: Vicki Lungley

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Head of Section: Vicki Lungley

Chief Officer: Tim Games

Directorate: Neighbourhoods

Date: 29/01/2021

Section 2: What Council proposal is being assessed?

To reduce the One Stop Shop staffing numbers and establishment budget by 2.33 FTE with savings being achieved by supporting EVR requests of four Band F staff (2.33 FTE) and not recruiting to a funded vacant Band F post (0.83 FTE).

Section 2a: Will this EIA be submitted to a Committee meeting?

Yes / No

If 'yes' please state which meeting and what date

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Hyperlink to where your EIA is/will be published on the Council's website

<https://democracy.wirral.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13797>

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

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 for publishing)

Section 4:

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

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.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
Workforce	<p>It is not appropriate to breakdown the protected characteristics of employees potentially affected by this proposal due to possible identification of individuals. This proposal if agreed, would have a favourable impact on the employees concerned.</p> <p>Positive Staff who have requested EVR / VS will be allowed to leave.</p> <p>Negative Potential to affect remaining staff moral having to accommodate levels of demand with a smaller workforce.</p>	<p>A review of usage data has shown that footfall has reduced by over 40% since 2015-16 and there has been an increase in e-citizen</p>			

		accounts enabling customers to access services online.			
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Section 4a: Where and how will the above actions be monitored?

Staff morale will be monitored on an ongoing basis via check ins and 1-2-1's. Managers will continue to monitor footfall and e-citizen accounts for impact on workloads.

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?

MI from the OSS customer interview logging system which indicates customer numbers.
MI from Granicus/Firmstep platform

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

Yes – (please delete as appropriate)

If 'yes' please continue to section 7.

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

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

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

Part of recent Wirral Council Budget consultation.

Before you complete your consultation, please email your preliminary EIA to 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 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 via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**