

Equality Impact Assessment - Initial screening form for downsizing proposals

Directorate	HR and OD, PPE, Innovation and Technology and Nursing, Therapies, Quality and Assurance
Date	August 2012
Consultation paper	
Purpose	Consultation Document: Proposals for achieving the 7.6% savings target for 2012/13 in HR and OD and across the new Nursing, Therapies, Quality and Assurance Directorates.
Associated NHS guidance	NHS Employers' guidance document, 'Equity in implementing organisational change'
Who does it affect?	Staff in specific posts in HR and OD, PPE, Innovation and Technology and Nursing, Therapies, Quality and Assurance
Consultation	The consultation period runs from 28 August 2012 to 26 September 2012

Introduction

The NHS Employers guidance document 'Equity in implementing organizational change' sets out a number of key principles that employers in the NHS should adhere to:

- No employee should receive less favourable treatment on grounds of age, gender, marital status, race, religion, sexual orientation, disability, working patterns, or on the grounds of trade union membership; and
- All decisions on identification of 'at risk' staff and redundancy criteria must be seen to be fair and transparent. As well as meeting the requirements both of equal opportunities legislation and best practice.

How to undertake the initial screening?

Prior to undertaking a full Equality Impact Assessment using the CLCH form it is advisable to undertake an initial screening of the proposals to downsize departments which may result in redundancies or redeployment.

This initial assessment form allows CLCH to consider the effect of organisational changes on particular groups of staff based upon ethnicity, gender, age and disability within the affected directorates.

If there is a disproportionate number of from equality groups who are 'at risk' in comparison to the total number of staff then a full Equality Impact Assessment is required. It is recommended that the benchmark is any difference of 20% based upon race, gender or disability (for example, 20% more BME staff are affected compared to the total number of staff).

By undertaking assessing a full Equality Impact Assessment on the process and decision making it will be will assessed if the downsizing process has a negative impact on particular groups and look at ways to minimize the impact (For example, training, support or redeployment). This will ensure that the process for selecting staff for redundancies are fair and transparent and in line with equal opportunities legislation.

Analysis and monitoring

Background to the analysis:

The cohort of affected staff were compared to staff in HR and OD, CEPT and Governance teams overall to determine if a dis-proportionate number of people, based on their protected characteristics, are affected by the proposals.

Data in relation to sexual orientation, religion or religious belief, marital/partnership status or gender re-assignment is not sufficiently robust to enable analysis to be undertaken for these protected characteristics. Data validation exercises, which it is hoped will increase the availability of this information, have been undertaken.

Below are the tables that need completing to analyse the comparison between the total number of staff in the directorate and those staff at risk.

Directorate	Total number of staff
Affected Staff	8
Control Group	116

Age

Age band	A. Total number of staff in corporate teams as detailed above Date*: <i>August 2012</i>	B. Number of substantive staff whose posts are affected by the proposals	C - Percentage - To calculate percentage column B divided by A x 100)
16-24	5	0	0.00%

* Use data from the beginning of the month the consultation commences.

25-44	59	0	0.00%
45-65	52	8	15.38%
66+	0	0	0.00%
Total	116	8	

Gender

Gender	A. Total number of staff in corporate teams as detailed above Date*: <i>August 2012</i>	B. Number of substantive staff whose posts are affected by the proposals	C. Percentage - To calculate percentage column B divided by A x 100.
Men	18	2	11.11%
Women	98	6	6.12%
Total	116	8	

Race

Race	A. Total number of staff in corporate teams as detailed above Date*: <i>August 2012</i>	B. Number of substantive staff whose posts are affected by the proposals	C. Percentage - To calculate percentage column B divided by A x 100.
White	67	7	10.45%
BME*	46	1	2.17%
Not Stated	3	0	0.00%
Total	116	8	

Disability

Disability status	A.Total number of staff in corporate teams as detailed above Date*: <i>August 2012</i>	B. Number of substantive staff whose posts are affected by the proposals	C. Percentage - To calculate percentage column B divided by A x 100.
Disabled	9	0	0.00%
Not disabled	61	2	3.28%
Not declared	46	6	13.04%

* Use data from the beginning of the month the consultation commences.

* Use data from the beginning of the month the consultation commences.

* BME – Black Minority Ethnic classified as any staff who do not declare themselves as White.

* Use data from the beginning of the month the consultation commences.

Total	116	8	
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Outcome

Will the downsizing proposals affect a particular group of staff based upon their age, race, gender or disability?	Yes		No	<input checked="" type="checkbox"/>
	High risk. Complete a full EIA.		State below how you have reached this conclusion	

Conclusion

Based on the above analysis, there is no significant impact on staff affected by the proposed changes in relation to the following protected characteristics: Age, Gender, Race or disability. There are however a significant number of staff in this work group overall wh have not made a declaration regarding whether or not they have a disability and in consultation and any implementation meetings care will be taken to identify any needs or support to staff that would be useful to mitigate the impacts of a disability.

Justification

The re-structure proposals relate to plans to achieve a 7.6% CIP target across HR and OD, PPE, Innovation and Technology and Nursing, Therapies, Quality and Assurance services.

Staff will be able to submit comments on the proposals up to the consultation end date on 26 September 2012. Staff whose posts are most affected by the changes have the opportunity for a one to one consultation meeting, supported by a trade union representative or workplace colleague, where they can ask questions about the impact for them personally or more widely in order to inform their response to the proposals.

The restructure proposals also includes a commitment to avoiding the need for redundancies wherever possible, through re-deployment of staff to suitable alternative roles. Posts which may be suitable for staff whose posts are “at risk” as a result of the consultation proposals will be detailed in the Priority Vacancy Bulletin, a personal copy of which will be sent to affected staff direct.

Staff will also be able to apply for posts through the London Redeployment Service.

Support for preparing applications and interviews and coping with organisational change is available to all affected staff and a staff support programme has been put together and details sent to staff.

Only staff whose posts are affected by proposed changes are eligible to apply for posts in the priority bulletin and staff will be offered priority interviews, attended by at least one panel member who has not been previously involved in any aspect of the consultation/implementation process and an external panel member wherever possible. Staff will also be able to have a trial redeployment period to assess the

suitability of a potential new role as set out in the Change Management Policy.

If staff are appointed to a new role at a salary band one band lower than their current post, staff will be able to access salary protection provisions.

It is hoped that the processes and actions detailed above will minimise any impact on staff.

A further impact assessment will be carried out on the agreed implementation plan at the end of the consultation process. This will also include a detailed plan for appointing to any new posts to be implemented following consideration of comments received during the consultation process.

Date completed:

Name:

Signature:

Date signed by Equality and Diversity team:

Signature: