

Equality Impact Assessment - Initial screening form for restructuring proposals

Directorate	Adults 2
Date	5 / 7/2012
Consultation paper	Podiatry senior staffing restructure
Purpose	The purpose of the consultation paper is to serve as a basis for consultation on proposals for a new Podiatry clinical / team leadership structure for Central London Community Healthcare NHS Trust (CLCH).
Associated NHS guidance	NHS Employers' guidance document, 'Equity in implementing organisational change'
Who does it affect?	<ul style="list-style-type: none"> • All 8a roles within podiatry across CLCH (8 roles in total) • Biomechanics team in Barnet who would be managed under this new structure <i>Roles affected but not re-structured</i> All Band 7 roles within podiatry across CLCH
Consultation	1 month with affected s

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

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
Adults 2 Podiatry Departments	69

Age

Age band	A. Total number of staff Date*: 4 th July 2012	B. Number of substantive staff placed at risk downsizing proposal	C - Percentage - To calculate percentage column B divided by A x 100)
16-24	3	0	0.00%
25-44	44	2	4.55%
45-65	22	6	27.27%
66+	0	0	0.00%
Total	69	8	11.59%

Gender

Gender	A. Total number of staff Date*: 4 th July 2012	B. Number of substantive staff placed at risk downsizing proposals	C. Percentage - To calculate percentage column B divided by A x 100.
Men	16	4	25.00%
Women	53	4	7.55%
Total	69	8	11.59%

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

Race

Race	A. Total number of staff Date*: 4 th July 2012	B. Number of substantive staff placed at risk downsizing proposals	C. Percentage - To calculate percentage column B divided by A x 100.
White	42	5	11.90%
BME*	27	3	11.11%
Total	69	8	11.59%

Disability

Disability status	A. Total number of staff Date*: 4 th July 2012	B. Number of substantive staff placed at risk downsizing proposals	C. Percentage - To calculate percentage column B divided by A x 100.
Disabled	2	0	0.00%
Not disabled	33	4	12.12%
Not declared	34	4	11.76%
Total	69	8	11.59%

Outcome

Will the proposals affect a particular group of staff based upon their age, race, gender or disability?	Yes	No
	High risk. Complete a full EIA.	State below how you have reached this conclusion

Conclusion

At the time of implementation of the clinical management structure, some additional time was needed to develop proposals for clinical leadership and management arrangements for the future. It was agreed that Podiatry staff whose posts were included in the scope of the clinical management re-structure would be included in the scope of consultation on proposals for future service structures once they were

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

developed and be able to apply for posts in any new structure. This work has now been taken forward and included in these proposals.

This initial Equality Impact Assessment shows that proposals affect staff based upon their age (45-65) and gender (men). However, as a full Equality Impact Assessment the clinical management re-structure was undertaken the actions are detailed. These actions will apply to the likely processes for populating the new structures in conjunction with the recruitment and selection process as set out in section 14 of the Change Management Policy.

The recommendations include:

The need for the organization to provide ample opportunities for affected staff members to discuss/explore options and increase their confidence in exercising their rights and responsibilities throughout the transition period.

- Clearly set out selection criteria as part of the process for recruiting into the new posts, all selection criteria will not discriminate based upon the protected characteristics.
- Clear outline of the ring-fenced selection process
- Set out the process for the redeployment of those individuals who are not successful in the recruitment process to suitable alternative roles.
- Provide support in terms of CV writing, Completing application forms, Interview skills.
- Provide support in terms of Emotional well being and managing stress during this period of change.
- Improve the integrity of the equality monitoring data available through a data validation exercise for all staff.
- Consider additional actions and risks of not practicing equality raised through the staff consultation process, adding them to this action plan where applicable

Another Equality Impact Assessment will be completed after the posts have been appointed.

Date completed:

Name:

Signature:

Date signed by Equality and Diversity team:

Signature: Lesley Soden