

## Fairness and Equalities Impact Assessments F&EIAs (2015)

This form presents evidence that equalities, Welsh language and fairness have been considered when taking policy and service delivery decisions in Newport City Council.

Our Equalities focus is taken from the Equalities Act 2010: we consider the nine protected equalities characteristics- age, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

Under the General Equality Duty we have a duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity and
- Foster good relations across the nine protected characteristics.

Under the Welsh Language Measure 2011 the Welsh language cannot be treated any less favourably than the English language

In Newport we focus on Fairness through the following themes: Health, Poverty, Skills and Work, Domestic Abuse and Tackling Area Based Deprivation.

<b>Service Area</b> <b>People and Business</b> <b>Change</b>	<b>Head of Service</b> Debra Wood Lawson	<b>Person responsible for the</b> <b>Assessment:</b> Tracy McKim	<b>Date of Assessment</b> <b>2 Nov 2015</b> <b>Version (if applicable)</b> <b>1.0</b>
--	---	--	--

1. What is the policy/ service being assessed?

To review the service delivery model for IT and determine if partnership working would deliver a more resilient, cost effective and sustainable service.

2. What is the purpose of the policy/ service change?

The IT service is currently an in-house provision as part of the Customer Service and Digital Innovation service area (moving to People and Business Change wef Nov 2015). The service has worked effectively on this basis, however on-going cost pressures, management changes, compliance requirements and Council wide organisation changes continue to place pressure on the service that may be more efficiently delivered as part of a larger organisation. We will explore a partnership model for IT to support the development of a more resilient, sustainable service alongside potential changes to the staffing complement).

3. Protected Characteristics

<b>Protected Characteristic</b>	<b>Who are the customers/service users/ potential service users?</b>	<b>If we take this decision what is the potential impact?</b>  <b>The impact may be either positive or negative</b>  <b>Explain how people may be affected and give the evidence for this</b>	<b>Action Plan to address issues raised</b>  <b>What changes or practical measures would reduce adverse impact on particular groups.</b>  <b>What changes would increase positive impacts e.g. improve access or opportunity</b> <b>May be revisited post consultation</b>	<b>Who is responsible?</b>	<b>Timeframe to review</b>
Age	The customers for external IT (e.g. web) are potentially all residents of Newport. However, the main users of internal IT services are NCC staff, and those working within the service area are most	Change of delivery model should have a positive impact on external services received by customers, in that it will provide greater opportunity for change and efficiencies.	In terms of staffing, the processes followed in implementing the change will be in accordance with the Council's policies on Job Security and Equal Opportunities. This includes using re-		

	<p>likely to be impacted by any service delivery proposal.</p> <p>In terms of staffing, the ages of staff range from 18-65 with no group of individuals being disproportionately affected by the proposals.</p>	<p>There is no implication on staff members with regard to age.</p>	<p>deployment to fill vacant posts, flexible working and job share.</p>		
Gender reassignment	<p>There is no data locally or nationally to differentiate this customer group.</p> <p>There is no data locally or nationally to differentiate the staff member group</p>	<p>No apparent disproportionate impact</p>	<p>n/a</p>		
Disability	<p>The customers for external IT (e.g. web) are all residents of Newport. Data suggests approx 23.7% of working age have a disability (Annual Population Survey, Office for National Statistics March 2013) of our external customers have a disability</p> <p>In terms of staffing, the profile of disability remains consistent across</p>	<p>Change of delivery model should have a positive impact on external services received by customers, in that it will provide greater opportunity for improvement, change and efficiencies.</p> <p>The potential move of work location of sites will decrease the availability of sites in which to relocate staff members who may be</p>	<p>The relevant policies and procedures will be followed i.e. Job Security and Equal Opportunities. Where necessary, reasonable adjustments would be made to reduce any adverse impacts on this particular group.</p>		

	<p>many Council services. It is unlikely the proposal will impact staff with a disability disproportionately</p>	<p>suffering a short term or permanent disability. The usual practice has been for any staff members within this category to be relocated into Central where there has been a larger staffing cohort able to support any individuals needed additional support. This will become very difficult with the new model of working and the significant staffing decreases.</p>			
<p>Marriage/Civil Partnership</p>	<p>There is no data locally or nationally to differentiate this customer group.</p> <p>In terms of staffing data suggests 46% are married and 31% as single</p>	<p>No disproportionate impact</p>	<p>The processes followed in implementing the change will be in accordance with the Council's policies on Job Security and Equal Opportunities.</p>	<p>N/A</p>	<p>N/A</p>
<p>Pregnancy and Maternity</p>	<p>There is no data locally or nationally to differentiate this customer or staff group.</p>	<p>No disproportionate impact for customers or staff members</p>	<p>Any move to new accommodation outside of Newport could adversely affect staff in this group in terms of contacts and employment.</p> <p>Part of the project will be</p>		

			to establish a local (Newport) staff base or drop in area if there was a change of work location.		
Race	<p>The IT service is an accessible service and has users from many nationalities. There is no requirement for a user to stipulate their race when becoming a member of the service.</p> <p>The service follows the Equal Opportunity policy of the Council when recruiting staff members</p> <p>In terms of staffing, the profile of race remains consistent across many Council services with over 80-85% being recorded as White-British. It is unlikely the proposal will disproportionately impact staff with a racial profile other than white-british.</p>	No disproportionate impact for customers or staff members	The processes followed in implementing the change will be in accordance with the Council's policies on Job Security, Language and Equal Opportunities		
Religion/belief (or the absence of)	There is no data locally to differentiate this customer group,	No disproportionate impact	Current arrangements are in place within the service to support religious belief.		

	The majority of the workforce is not recorded as having a religion/belief		The processes followed in implementing the change will be in accordance with the Council's policies on Job Security and Equal Opportunities.		
Sexual Orientation	There is insufficient data locally to differentiate this customer or staff group from other service users	No disproportionate impact	The processes followed in implementing the change will be in accordance with the Council's policies on Job Security and Equal Opportunities.		
Welsh language	Newport has a population of 146106; 6.5% of which speak read and write in Welsh census data 2011  Information is only held for 69% of the whole NCC workforce. Of this 69%, 35.28% have some spoken Welsh language skills, 26.56% at beginner level, 4.37% at intermediate and 4.35% at advanced.	No disproportionate impact.	In order to mitigate any impact of the proposals, Newport City Council (and any other LG employer) will have arrangements in place to increase the use of Welsh among employee groups.  Local Govt employers and their contractors will be subject to welsh language requirements, and the client role of the Council would need to consider any specific change requirements.		
Socio Economic	There is no legal obligation under equalities legislation to consider socio-economic	Core IT services are free at point of delivery.  ICT facilities are free	The processes followed in implementing the change will be in accordance with the Council's policies on		

	disadvantage.  There is insufficient data locally to differentiate staff who are affected by socio economic disadvantage.	and accessible at many sites across the city  In terms of staffing the change of work location could have a disproportionate impact on staff affected by socio economic disadvantage	Job Security and Equal Opportunities.  The proposal will consider a local staff work area or drop in, at Newport if there were a change of work location, although this may depend on staff role.		
--	---	--	---	--	--

4. Who has the service consulted regarding the proposed change? When should new consultation take place?

NB: It is essential that service users and other interested parties are involved in the planning process at the earliest opportunity. Consultation at an initial stage should be along broad themes. It is appropriate to ask what services are valued, how services could be changed and or what could be done differently. This feedback should then inform your business case proposals and the F&EIA. When specific proposals have been drawn up, they too will need to be consulted upon. All stakeholders and their views need to be represented.

Staff and union consultation has started and will be ongoing throughout the project.  
Users of the IT service, including schools who are clients of the STEP' service will be consulted with.  
Members are key consultees of the review through the Scrutiny process.  
Part of the proposal will be to ensure that the IT service is 'as' effective as now so that customers are not disadvantaged, although it is accepted that there will be a need to change in order to achieve the efficiencies long term.  
  
Feedback from consultation will inform the development of the proposals.

5. What evidence/ data has been used to complete this F&EIA (This will include local and national guidance)

National population data.  
Staff data from payroll system/HR.  
Local knowledge.

Job security policy, equal opportunities guidance, welsh language standards.

6. How will the relevant groups be advised of the changes and the F&EIA?

There is a detailed communications plan which will ensure that messages are shared.

7 How will the policy/ practice make Newport more or less fair in relation to:

- Health Inequalities
- Child Poverty
- Skills and Work
- Tackling Domestic Violence
- Alcohol and Substance misuse
- Homelessness
- Armed Forces Veterans

The IT in use will continue to support the work of all services as an underpin to the above, supporting all areas of the city.

8. How will the service / policy affect local areas of the city?

Will it have a positive or negative impact in terms of fairness and addressing local area deprivation (you will need to use spatial data available through the Newport Profile and specific Ward Profiles to address this question)?

The IT in use will continue to support the work of all services as an underpin to the above, supporting all areas of the city.

9. In summary, how does the changed service /policy promote good community relations (cohesion)?

The IT in use will continue to support the work of all services as an underpin to the above, supporting all areas of the city.

10. In summary, how does the changed service /policy promote equality?

The IT in use will continue to support the work of all services as an underpin to the above, supporting all areas of the city.

11. In summary, how does the changed service /policy eliminate discrimination?

The IT in use will continue to support the work of all services as an underpin to the above, supporting all areas of the city and projects that support citizens,  
Envisaged future improvements to the service should help to eliminate discrimination and support accessibility to services.

Completed by/ Date: 2<sup>nd</sup> Nov 2015

**Signed off by/ Date: Tracy McKim**