

Equality Impact Assessment / Equality Analysis

(Updated Nov 2024)

Item name	Details
Title of service or policy	Waste Staffing adjustment
Name of directorate and service	Place Management, Waste Services
Name and role of officers completing the EIA	Simon Porter
Date of assessment	22/11/24

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council's website.

1.1 Identify the aims of the policy or service and how it is implemented

Key questions	Answers / notes
<p>1.1 Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	<ul style="list-style-type: none"> ● Adjusting base budgets to address historical deficiencies in budget provision for sickness and holiday cover within waste and fleet services. ● Management of budgets shared with finance department ● Intended outcome to address historical imbalances and provide adequate resource commensurate with numbers of staff each taking 31 days holiday p.a.
<p>1.2 Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?). ● How much room for review is there? 	<ul style="list-style-type: none"> ● Review of existing inadequate provision ● National requirement within terms of NJC agreement to pay staff 31 days holiday p.a plus sickness entitlement in accordance with NJC terms and conditions. ● No room for review. Holiday cover is calculated based on headcount x 31 days plus sickness
<p>1.3 Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<ul style="list-style-type: none"> ● Links to council aligning with Terms of NJC agreement single status

2. Consideration of available data, research and information

Key questions	Data, research and information that you can refer to
<p>2.1 What equalities training have staff received to enable them to understand the needs of our diverse community?</p>	<ul style="list-style-type: none"> ● Managers and Supervisors receive Equalities and Inclusion Training
<p>2.2 What is the equalities profile of service users?</p>	<ul style="list-style-type: none"> ● Affected staff represent a broad spectrum of staff across a range of characteristics. ● A greater proportion of males in waste workforce than female
<p>2.3 Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?</p>	<p>No</p>
<p>2.4 What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?</p>	<ul style="list-style-type: none"> ● Consultation with HR and finance leads. Proposal is encompassed under the constraints within the resources directorate. ● Requests for growth were submitted and partially allocated to cover some of existing costs
<p>2.5 If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?</p>	<p>N/A</p>

3. Assessment of impact: 'Equality analysis'

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or could help promote equality in some way.
- Could have a negative or adverse impact for any of the equalities groups

Key questions	Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1 Issues relating to all groups and protected characteristics	No specific impact identified	No negative impact identified on basis of this characteristic
3.2 Sex – identify the impact/potential impact of the policy on women and men.	No specific impact identified on basis of sex	No negative impact identified on basis of this characteristic
3.3 Pregnancy and maternity	No specific impact identified on basis of pregnancy	No negative impact identified on basis of this characteristic
3.4 Gender reassignment – identify the impact/potential impact of the policy on transgender people	No specific impact identified on basis of gender reassignment.	No negative impact identified on basis of this characteristic
3.5 Disability – identify the impact/potential impact of the policy on disabled people (ensure consideration of physical, sensory and mental health needs/differences)	No specific impact identified on basis of disability	No negative impact identified on basis of this characteristic

3.6 Age – identify the impact/potential impact of the policy on different age groups	No specific impact identified on basis of age	No negative impact identified on basis of this characteristic
3.7 Race – identify the impact/potential impact on across different ethnic groups	No specific impact identified on basis of ethnicity	No negative impact identified on basis of this characteristic
3.8 Sexual orientation – identify the impact/potential impact of the policy on lesbian, gay, bisexual, heterosexual, questioning people	No specific impact identified on basis of Sexual orientation	No negative impact identified on basis of this characteristic
3.9 Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?	No specific impact identified	No negative impact identified on basis of this characteristic
3.10 Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	No specific impact identified on basis of religion	No negative impact identified on basis of this characteristic
3.11 Socio-economically disadvantaged* – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances (this is not a legal requirement, but is a local priority).	No specific impact identified on basis of socio economics	No negative impact identified on basis of this characteristic

<p>3.12 Rural communities* identify the impact / potential impact on people living in rural communities</p>	<p>No specific impact identified on basis of rurality</p>	<p>No negative impact identified on basis of this characteristic</p>
<p>3.13 Armed Forces Community ** serving members; reservists; veterans and their families, including the bereaved. Public services are required by law to pay due regard to the Armed Forces Community when developing policy, procedures and making decisions, particularly in the areas of public housing, education and healthcare (to remove disadvantage and consider special provision).</p>	<p>No specific impact identified on basis of this</p>	<p>No negative impact identified on basis of this characteristic</p>
<p>3.14 Care Experienced *** This working definition is currently under review and therefore subject to change:</p> <p>In B&NES, you are ‘care-experienced’ if you spent any time in your childhood in Local Authority care, living away from your parent(s) for example, you were adopted, lived in residential, foster care, kinship care, or a special guardianship arrangement.</p>	<p>No specific impact identified on basis of care experienced characteristics</p>	<p>No negative impact identified on basis of this characteristic</p>

*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

** The Equality Act does not cover armed forces community. However, the Armed Forces Bill (which came in on 22 Nov 2022) introduces a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

***The Equality Act does not cover care experienced people. B&NES adopted this group as a protected characteristic in March 2024 alongside over 80 other Local Authorities. Although we have data for care leavers and children/young people who are currently in the care of B&NES we do not have wider data on disadvantage experienced through being in care.

4. Bath and North East Somerset Council Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's website. Keep a copy for your own records.

Signed off by: Chris Major

(Divisional Director or nominated senior officer)

Date: 11/12/24