

Equality Impact Assessment

The purpose of an assessment is to understand the impact of the Council's activities* on people from protected groups and to assess whether unlawful discrimination may occur. It also helps to identify key equality issues and highlight opportunities to promote equality across the Council and the community. The assessment should be carried out during the initial stages of the planning process so that any findings can be incorporated into the final proposals and, where appropriate, have a bearing on the outcome.

(*Activity can mean strategy, practice, function, policy, procedure, decision, project or service)

Name of person completing the assessment	Fiona Stewart	Date of assessment	30/04/2024
--	---------------	--------------------	------------

Name of the proposed activity being assessed	Compliance enforcement officer function.	Is this a new or existing activity?	Existing in house function for GBC, change in terms of team expansion.
--	--	-------------------------------------	--

Who will implement the activity and who will be responsible for it?	Mark Davis (WBC car parking manager), Andy Harkin (GBC car parking manager), Francesca Chapman (HR), Kelvin Mills (Assistant Director for Commercial Services).		
---	---	--	--

1. Determining the relevance to equality

What are the aims, objectives and purpose of the activity?	For GBC to manage WBC's off-street compliance enforcement officer (CEO) function in a collaborative/partnership agreement providing cost savings for both councils. WBC currently outsource their CEO function to NSL, this contract ends on the last day of September. This arrangement would involve the TUPE of CEO staff from NSL to GBC.		
--	---	--	--

Is this a major activity that significantly affects how services or functions are delivered?	Compliance enforcement officers issue penalty charge notices, a significant income stream for both councils.	Who will benefit from this activity and how?	GBC will benefit from staffing resilience and some management savings. WBC will receive cost savings.
--	--	--	---

Does it relate to a function that has been identified as being important to people with particular protected characteristics?	There will be no known impact on residents. Staff will be transferred regarding of profiling and characteristics; therefore there should be no negative impact on these groups.	Who are the stakeholders? Does the activity affect employees, service users or the wider community?	No known impact on residents (apart from improved service). This activity will affect staff TUPE'd from NSL to Guildford Borough Council.
---	---	---	---

Based on the above information, is the activity relevant to equality?

Yes – continue to section 2	Staff will be transferred regardless of profiling and characteristics; therefore there should be no negative impact on these groups. however any change can have an impact on the mental health of staff and
------------------------------------	--

<p>No – please record your reasons why the activity is not relevant to equality</p>	<p>consultation will mitigate this. Once the TUPE process starts this can be assessed in more detail. Therefore I have completed section 2.</p> <p>As part of the TUPE process the following support will be available to staff:</p> <p>Consultation with the staff in scope of TUPE will begin at the earliest opportunity and any ‘measures’ will be identified. ‘Measures’ are the aspects of the existing NSL employment contract that we (the new employer) cannot accommodate, one example of this may be a change of office location from Farnham to Guildford. The impact of such a change will differ on each individual and we will consider what adjustments we can put in place to support staff if necessary. Regular meetings with staff and clear communication is key in TUPE situations and in addressing employee’s concerns, as well as proper induction activities pre and post transfer, and immediate access to the Council’s EAP service.</p> <p>Once transferred, the TUPE’d staff will have equal access to recruitment and development opportunities and suitably skilled staff will be encouraged to apply for Council CEO vacancies as they arise which enables them to transfer to the Council’s terms and conditions of employment. Support will be available through the recruitment and selection process.</p>
--	--

2. Is the proposed activity accessible for all the protected groups listed below?
(Consider in what ways the activity might create difficulties or barriers to parts of the workforce, community or protected groups. How might one or more groups be excluded because of the activity?)

Protected groups	Yes	No	Evidence
Disability		X	Staff will be transferred regardless of profiling and characteristics
Race		X	Staff will be transferred regardless of profiling and characteristics
Gender		X	Staff will be transferred regardless of profiling and characteristics
Sexual orientation		X	Staff will be transferred regardless of profiling and characteristics
Age		X	Staff will be transferred regardless of profiling and characteristics
Religion or belief		X	Staff will be transferred regardless of profiling and characteristics
Transgender or transsexual		X	Staff will be transferred regardless of profiling and characteristics
Marriage and civil partnership		X	Staff will be transferred regardless of profiling and characteristics
Pregnancy or maternity		X	Staff will be transferred regardless of profiling and characteristics

3. Is it likely the proposed activity will have a negative impact on one or more protected groups?

Protected groups	Yes	No	Evidence
------------------	-----	----	----------

Disability		X	Staff will be transferred regardless of profiling and characteristics
Race		X	Staff will be transferred regardless of profiling and characteristics
Gender		X	Staff will be transferred regardless of profiling and characteristics
Sexual orientation		X	Staff will be transferred regardless of profiling and characteristics
Age		X	Staff will be transferred regardless of profiling and characteristics
Religion or belief		X	Staff will be transferred regardless of profiling and characteristics
Transgender or transsexual		X	Staff will be transferred regardless of profiling and characteristics
Marriage and civil partnership		X	Staff will be transferred regardless of profiling and characteristics
Pregnancy or maternity		X	Staff will be transferred regardless of profiling and characteristics

4. What action can be taken to address any negative impact? What measures could be included to promote a positive impact? *(Consider whether it is possible to amend or change the activity due to the likely adverse impact whilst still delivering the objective. Is it possible to consider a different activity which still achieves the aims but avoids an adverse impact? Is an action plan required to reduce any actual or potential adverse impact?)*

The TUPE process may involve certain changes that can impact mental health in the short term, as with any change. Contractually there is a flexibility clause which outlines it may be necessary for staff to be relocated to another base. However any potential impacts like this will be carefully considered during the TUPE process as outlined in point 2.

5. What are the main sources of evidence that have been used to identify the likely impacts on the different protected groups? *(Use relevant quantitative and qualitative information that is available from sources such as previous EIA's, engagement with staff and service users, equality monitoring, complaints, comments, customer equality profiles, feedback, issues raised at previous consultations and known inequalities).*

- Reviewed anonymised ELI (employee liability information)
- Consulted with Guildford's Specialist HR partner and Lead Specialist HR.
- Reviewed TUPE case study: Equality and Health Impact Assessment from Havering London Borough for "Public Realm Transformation – New Operating Model."

6. Has any consultation been carried out (e.g. with employees, service users or the wider community)? Please provide details

This will commence during the TUPE process after a decision has been reached by the Executives of Guildford and Waverley Borough Councils.

7. Is further consultation required as a result of any negative impact identified? If so, what groups do you intend to engage with and how?

Please refer to section 2 for information on the TUPE process.

8. Conclusion of Equality Impact Assessment - please summarise your findings

In summary, any measures and suggested adjustments will be identified during the TUPE process. Any change can cause short term uncertainty for staff but they will be supported by the HR team. No profile or characteristic is being targeted by this change.

Name of person completing assessment: Fiona Stewart-Garfitt (née Fiona Stewart)

Date: 30/04/24

Job title: Business Transformation Officer

Signature: Fiona Stewart-Garfitt

Senior manager name: Ali Holman

Date: 21/05/24

Signature: Email dated 21/05/24

Assessing the impact of your activity* on equality

