

# Workforce Efficiencies

23/09/13

Equality Impact Assessment

# Proposal for Workforce Efficiencies

**Contact:** Rebecca Maxwell

**Updated:** 23/09/13

## 1. What type of proposal / decision is being assessed?

Other

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The purpose of the proposal is to achieved

1. Permanent savings for the balance of £72k workforce efficiency savings required by the 2012/2015 Medium Term Financial Plan, and
2. Cash savings of £143k in 2014/15 to cover the costs of the transitional arrangements agreed to support implementation of the changes to essential car user allowances.

The changes to staff are:

- i. From 1st October 2013, incremental increases due for new starters and current employees with new posts e.g. current employees moving to a higher graded post will take place in either April or October, with the first incremental increase being effective after a minimum of 12 months and a maximum of 18 months after commencement in role, dependant on the commencement date. Increments thereafter will be paid annually in either April or October.

Date of commencement	Increment due
1st October 2013	1st October 2014
2nd October 2013 to 1st April 2014	1st April 2015
2nd April 2014 to 1st October 2014	1st October 2015
2nd October 2014 to 1st April 2015	1st April 2016

This proposal will apply to all staff with the exception of teachers.

It is estimated that this change will generate sufficient savings to meet the outstanding £72k saving required by the 2012/15 Medium Term Financial Plan on a recurrent basis.

ii. In 2014/15 only, employees will have their pay reduced by 1 day and in return will be able to take an additional day's leave.

This proposal will apply to all staff, other than school based staff.

**3. Does this proposal / decision require an equality impact assessment? If no, please explain why.**

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

<If no, briefly summarise the reasons for this decision here, and skip ahead to the declaration at the end>

**4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken**

*(Please refer to section 1 in the toolkit for guidance)*

An analysis based on the protected characteristics of those affected has been assessed and discussed with the trade unions responsible for negotiation workforce efficiencies.

**5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

No

**6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

no

**7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

No

There was no disproportionate or negative impact on

	protected characteristics
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

<b>No</b>	<If yes please complete the table below. If no, please explain here>
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Action(s)	Owner	By when?
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
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**9. Declaration**

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

<b>Review Date:</b>	<DD.MM.YY>
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Name of Lead Officer for Equality Impact Assessment	Date
Rebecca Maxwell	23/09/13

**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**

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