Equality Impact Assessment Form

1. Document Control

Control Details:

Title: **If this is a budget EIA please ensure the title is the same as the title used within the budget booklet**	1. Legal and Governance Workforce Reductions. 2. Reduction of Area Committees and associated Members' Allowances Budget
Author:	Malcolm R. Townroe
Director:	Malcolm R. Townroe
Department:	Chief Executives
Service Area:	Legal and Governance
Contact details:	Malcolm R. Townroe – 0115 8764332
Strategic Budget EIA: Y/N (Does this EIA have an impact on the budget) **If yes, please include the reference number**	Yes
Exempt from publication: Y/N (All EIAs are published on Nottingham Insight for public viewing unless specified. Exemption criteria is available on the EIA section on the Intranet)	No

2. Document Amendment Record:

Version	Author	Date	Approved

3. Contributors/Reviewers (Anyone who has contributed to this document will need to be named):

Name	Position	Date
Nasreen Miah	Equality & Employability Consultant	13/01/2021

4. Glossary of Terms

Term	Description

5. Summary

(Please provide a brief description of proposal / policy / service being assessed)

The first proposal is to delete a total of seven posts within the Legal and Governance directorate. Six of these are currently vacant whilst the remaining D post will be deleted once the post holder leaves the organisation through requested voluntary redundancy.

The second proposal is to remove seven Area Committees and the associated chairs' member allowances budget.

6. Information used to analyse the effects on equality:

(Please include information about how you have consulted/ have data from the impacted groups)

There are no individuals affected by the proposed post deletions as they are all currently vacant.

The removal of the seven Area Committees and the associated chairs' members' allowances budget has no disproportionate impact on any particular group. Appointments to those roles are from the cohort of elected members and are undertaken on an annual basis.

7. Impacts and Actions:

screentip-sectionD	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	☐	☐
Men	☐	☐
Women	☐	☐
Trans	☐	☐
Disabled people or carers.	☐	☐
Pregnancy/ Maternity	☐	☐
People of different faiths/ beliefs and those with none.	☐	☐
Lesbian, gay or bisexual people.	☐	☐
Older	☐	☐
Younger	☐	☐

Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults). ***Please underline the group(s) /issue more adversely affected or which benefits.***	☐	☐

screentip-sectionE **How different groups could be affected** (Summary of impacts)	screentip-sectionF **Details of actions to mitigate, remove or justify negative impact or increase positive impact** (or why action isn't possible)
One of the potential impacts of the staffing reductions is that there may be insufficient capacity to deal with the volume of work required to be done in the future. This would impact on the remaining employees.	In the event that work is required to be undertaken beyond the capacity available then this will have to be outsourced to the private sector. Workloads within teams are regularly monitored by the relevant team leader and discussed with staff during team meetings. In the event that work has to be outsourced then the cost of any such outsourcing would have to be met from instructing department's budgets.

8. Arrangements for future monitoring of equality impact of this proposal / policy / service:

Impact will be measured on a month by month basis for the first six months in order to determine what effect the post deletions have had on the remaining workforce.

9. Outcome(s) of equality impact assessment:

x	No major change needed	☐	Adjust the policy/proposal
☐	Adverse impact but continue	☐	Stop and remove the policy/proposal

10. Approved by (manager signature) and Date sent to equality team for publishing:

Approving Manager:	**Date sent for advice:07/01/2021** Send document or Link to:

The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.	equalities@nottinghamcity.gov.uk
Approving Manager Signature: 	**Date of final approval:** **6 January 2021**

Before you send your EIA to the Equality and Employability Team for advice, have you:

1. Read the guidance and good practice EIAs http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.

Please note: final version MUST BE SENT TO EQUALITIES otherwise records will remain incomplete.