

EQUALITY IMPACT ASSESSMENT

The **Equality Act 2010** places a ‘**General Duty**’ on all public bodies, in the exercise of their functions, to have ‘**due regard**’ to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct prohibited by or under the Act
- Advance equality of opportunity between persons who share a ‘relevant protected characteristic’ and persons who do not share it
- Foster good relations between persons who share a ‘relevant protected characteristic’ and persons who do not share it

The “relevant protected characteristics” are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

In addition, the Council complies with the Marriage (Same Sex Couples) Act 2013.

Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on protected characteristics, please proceed to stage 2 and complete a full Equality Impact Assessment (EqIA).

Stage 2 – Full Equality Impact Assessment

An EqIA provides evidence for meeting the Council’s commitment to equality and its responsibilities under the Public Sector Equality Duty.

When an EqIA has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.

Please read the Council’s Equality Impact Assessment Guidance before beginning the EqIA process.

1. Responsibility for the Equality Impact Assessment

Name of proposal	Transforming Shared Digital, our shared service with London Boroughs of Camden and Islington
Service area	Shared Digital

Officer completing assessment	Debi Morgan Head of HR Operations
Equalities/ HR Advisor	Debi Morgan Head of HR Operations
Cabinet meeting date (if applicable)	17 July 2018
Director/Assistant Director	Mark Rudd Assistant Director Corporate Resources

2. Summary of the proposal

Please outline in no more than 3 paragraphs

- The proposal which is being assessed*
- The key stakeholders who may be affected by the policy or proposal*
- The decision-making route being taken*

In discussion, we are recommending a change to the way Shared Digital will operate going forwards. This proposed change will help us to build on the solid foundation we have created, while putting in place a model that will enable us to deliver quickly on projects that are important to each council. With this in mind, we are recommending to the Shared Digital board and to Executive and Cabinet members, that:

- Camden run a smaller Shared Digital service that delivers the core shared functions, including the help desk, data centre, desktop, office 365 support and mobile voice and data (see attached diagram).
- the three individual boroughs regain responsibility for other Digital and ICT elements including networks, applications, client management, procurement, strategy and change and projects and programmes.
- the three boroughs continue to work together to make the most of opportunities - particularly around the consolidation of contracts.

If these recommendations are agreed - to be considered at the Cabinets and Executive Boards in July - a reduced number of ICT functions (and therefore posts) would transfer from Haringey and Islington to Camden. This would involve a smaller number of staff transferring to Camden later in the year to run the new shared service.

The decision to pause the TUPE process in March 2018 has given us time to reflect on what has worked well and what hasn't, to learn from these and agree next steps.

The Equalities Impact Assessment outlines at a top level the potential people implications in relation to protected characteristics and a full EIA will be completed both pre and post the TUPE transferring taking place.

Staff in scope of this review will be affected by this proposal.

3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. Please include any gaps and how you will address these

This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national. For restructures, please complete the restructure EqIA which is available on the HR pages.

Outline the key findings of your data analysis. Which groups are disproportionately affected by the proposal? How does this compare with the impact on wider service users and/or the borough's demographic profile? Have any inequalities been identified?

*Explain how you will overcome this within the proposal.
Further information on how to do data analysis can be found in the guidance.*

Haringey's Workforce Profile - Total: 2204 Employees (as at April 2018)		Shared Digital staffing Profile – Total 59 Employees (as at 1 July 2018)		Haringey Borough Profile Total 225,000 Residents (as at mid year 2010)
Protected Characteristics				
Gender	Female	66.4%	27.1%	49.5%
	Male	33.6%	72.9%	50.5%
Age	16 - 24	1.4%	0%	11%
	25 - 34	14.4%	1.7%	21%
	35 - 44	24.3%	32.2%	18%
	45-54	33.5%	50.8%	13%
	55-64	24%	15.3%	8%
	65+	2.4%	0%	10%
Disability	% Declared Disabled	7.8%	3.4%	7.6% (NOMIS Feb 2010 Percentage of working age population claiming ESA or incapacity benefit)
	% Declared Non-Disabled	71.8%	83.1%	-
	Not Declared	20.5%	13.6%	-
Sexual Orientation	% Declared LGBT	1.8%	0%	-
	% Declared Heterosexual/ Straight	32.1%	6.8%	-
	% Prefer not to say	10.5%	5.1%	-

	Not Declared	55.6%	88.1%	-
Race	BAME	51.1%	32.2%	33.7%
	White	44.3%	57.6%	66.3%
	Not Declared	4.3%	10.2%	-
Religion or Belief	Christian	19%	3.2%	-
	Muslim	3.6%	0%	-
	Other	2.1%	0%	-
	No Religion	10.1%	1.7%	-
	Prefer not to say	8.8%	6.8%	-
	Not Declared	55.5%	88.1%	-

The current work profile of Haringey's Shared Digital Service shows that overall 72.9% of the staff is male, as compared with the percentage of male staff in the Council's workforce of 33.6%. Although there are only 27.1% females this is significantly higher than across IT in UK where the figure is 16%. Also the percentage of Black and Asian Minority Ethnic staff in this service is 32.2% (compared with the percentage of BAME staff in the Council's workforce of 51.6%). The percentage of staff in this service who have declared a disability is 3.4%, as compared with the percentage of the staff in the Council's workforce who have declared a disability of 7.8%. There is a higher percentage of white staff in the service at 57.6%, as compared with the percentage of white staff in the Council's workforce of 44.3%.

The age profile of the Shared Digital workforce is higher than that of the Council's workforce profile. The percentage of staff within the service aged under 35 is 1.7% which is significantly lower than the Council's workforce of 15.8%. The percentage of staff aged between 35-44 in the service is higher 32.2% compared with the percentage of staff aged between 35- 44 in Council's workforce of 24.3%. The percentage of staff aged between 45-54 in the service is significantly higher at 50.8% compared with the percentage of staff aged between 45- 54 in Council's workforce of 33.5%.

88.1% of the employees in the service have not declared their religion or belief, which is significantly higher than the percentage of the Council's workforce which has not declared their religion of belief, of 55.5%. Given the very high percentage of non-declaration of religion or belief in the service, it is not necessarily the case that the percentages of employees in the service who are Christian, Muslim,

who have some other religion or belief or who have no religion significantly differ from those percentages in the Council workforce.

Given the very high percentage of non-declaration of sexual orientation in the service, it is not necessarily the case that the percentages of employees in the service who are LBGT or heterosexual/straight significantly differ from those percentages in the Council workforce.

The recommendations in this report are not anticipated to have a potential adverse impact as no posts are expected to be deleted until the new target operating model is implemented. Moreover, in line with the requirements of TUPE staff who transfer to Camden will remain in their current roles with their same terms and conditions of employment.

However, it is highlighted that there is a new target operating model being developed will lead to a restructure in several months' time after the TUPE transfer has taken place. This may have an impact on the employees in the Shared Digital Service sharing a particular protected characteristic whose posts may be made redundant. However, this will be considered as part of a separate EqIA.

4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?

Please outline which groups you may target and how you will have targeted them

Further information on consultation is contained within accompanying EqIA guidance

There will no staffing reduction as a result of the TUPE transfer and staff will continue in their current role with their current location and terms and conditions unchanged. Therefore, the proposal should not have a disproportionate adverse impact on any group of Council employees sharing a protected characteristic.

It is recognized that this is a difficult time for some individuals and a number of engagement sessions with staff and the trade unions has taken place. We will continue to do so throughout the change process. These sessions will allow staff to ask questions in both a group setting and on an individual basis.

We will hold formal collective consultation meetings with the Trade Unions.

We will also promote our employee assistance programme so that staff know how to access our free confidential counselling telephone service.

HR and the Trade Unions will also be involved throughout this process to answer any queries staff may have in relation to their personal circumstances or on the overall process.

4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics

Explain how will the consultation's findings will shape and inform your proposal and the decision making process, and any modifications made?

N/A

5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?

Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.

Further information on assessing impact on different groups is contained within accompanying EqIA guidance

1. Sex *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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2. Gender reassignment *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact		Unknown Impact	X
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3. Age *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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4. Disability *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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5. Race and ethnicity *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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6. Sexual orientation *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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7. Religion or belief (or no belief) *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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8. Pregnancy and maternity *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact		Unknown Impact	X
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9. Marriage and Civil Partnership (*Consideration is only needed to ensure there is no discrimination between people in a marriage and people in a civil partnership*)

Positive		Negative		Neutral impact		Unknown Impact	X
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10. Groups that cross two or more protective characteristics e.g. young black women

N/A

Outline the overall impact of the policy for the Public Sector Equality Duty:

- Could the proposal result in any direct/indirect discrimination for any group that shares the protected characteristics?
- Will the proposal help to advance equality of opportunity between groups who share a protected characteristic and those who do not?
This includes:
 - a) Remove or minimise disadvantage suffered by persons protected under the Equality Act
 - b) Take steps to meet the needs of persons protected under the Equality Act that are different from the needs of other groups
 - c) Encourage persons protected under the Equality Act to participate in public life or in any other activity in which participation by such persons is disproportionately low
- Will the proposal help to foster good relations between groups who share a protected characteristic and those who do not?

The proposal will not have a potential adverse impact as at this stage no jobs are expected to be deleted. Moreover, in line with the requirements of TUPE staff who transfer to Camden will remain in their current roles with their same terms and conditions of employment. However, this may not be the case depending on the organisation structure of the target operating model.

6. a) What changes if any do you plan to make to your proposal as a result of the Equality Impact Assessment?

Further information on responding to identified impacts is contained within accompanying EqIA guidance

Outcome	Y/N
No major change to the proposal: the EQIA demonstrates the proposal is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <u>If you have found any inequalities or negative impacts that you are unable to mitigate, please provide a compelling reason below why you are unable to mitigate them.</u>	Y
Adjust the proposal: the EQIA identifies potential problems or missed opportunities. Adjust the proposal to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy. If there are any adverse impacts you cannot mitigate, please provide a compelling reason below	Y
Stop and remove the proposal: the proposal shows actual or potential avoidable adverse impacts on different protected characteristics. The decision maker must not make this decision.	N

6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty

Impact and which protected characteristics are impacted?	Action	Lead officer	Timescale
N/A			

Please outline any areas you have identified where negative impacts will happen as a result of the proposal but it is not possible to mitigate them. Please provide a complete and honest justification on why it is not possible to mitigate them.

N/A

6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:

- If any further information prior to the transfer comes to light this EQIA will be updated accordingly.

- **Also post transfer we would monitor the IT service provision to the Council's users.**

7. Authorisation

Mark Rudd | Assistant Director Corporate Resources

Date 9 July 2018

8. Publication

Please ensure the completed EqlA is published in accordance with the Council's policy.

Please contact the Policy & Strategy Team for any feedback on the EqlA process.