



Appendix B1

## Equality Impact/Fairer Scotland Duty Assessment Form

### Step 1

**Name of Proposal** – HR, OD and Business Support service review

### Step 2

Is this only a **screening** Equality Impact Assessment No

**(B)** If you have answered No to the above, please indicate the following:

Is this a full Equality Impact Assessment Yes

Is this a Fairer Scotland Duty Assessment Yes

If you have answered Yes to either or both of the above, continue with Step 3.

If your proposal is a **strategy** please ensure you complete Step 13 which is the Fairer Scotland Duty Assessment.

### Step 3

(i)Lead Directorate/Service:

HR, Digital Enablement and Business Support.

(ii)Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

Our services support other services to provide statutory services to the citizens of Angus. Employment law needs to be complied with.

(iii)What is the aim of the proposal?

To review our service provision and identify areas for improvement.

## Review Objectives:

1. To clarify the contribution of the service to people and organisational development and corporate ambitions for the future, connecting to our Council priorities in the Council Plan.
2. To have a clear, easily understood purpose for the service.
3. To identify how the service can be delivered in a way that will produce organisational savings and efficiencies. We have savings of £65K to find in 24/25.
4. To agree a new structure, roles and ways of working that will deliver the ambitions of the service.
5. To agree an implementation plan.

(iv) Is it a new proposal?      Yes

Is it a review of e.g. an existing budget saving, report, strategy, policy, service review, procedure or function?      Yes

## Step 4: Which people does your proposal involve or have consequences for?

Please indicate all which apply:

Employees	Yes
Job Applicants	Yes
Service users	Yes
Members of the public	Yes

## Step 5: List the evidence/data/research that has been used in this assessment (links to data sources, information etc which you may find useful are in the Guidance). This could include:

**Internal data** (e.g. customer satisfaction surveys; equality monitoring data; customer complaints).

At this stage in the review (initiation) no data has been considered other than the number of posts involved in the review and likely areas of service delivery across the council which will be impacted by the review.

**Internal consultation** (e.g. with staff, trade unions and any other services affected).

At this stage there has been no formal consultation.

The employees within HR and OD have been working together since summer 2023. These arrangements will be reviewed and a way forward agreed through this review.

The Business Support leadership team has been working with services over the last year to review their delivery and identify what services would like to be delivered in future.

**External data** (e.g. Census, equality reports, equality evidence finder, performance reports, research, available statistics)

Nothing has been used at this stage in the review.

**External consultation** (e.g. partner organisations, national organisations, community groups, other councils.

No-one has been contacted at this stage in the review.

**Other** (general information as appropriate).

### **Step 6: Evidence Gaps.**

Are there any gaps in the equality information you currently hold?      Yes

If yes, please state what they are, and what measures you will take to obtain the evidence you need.

In relation to our employees there may be minimal data because we have a very low response rate when we ask people to complete forms that provide this kind of equality data. We continue to encourage them to respond in order that we can consider beneficial changes and improvements for employees.

Customer data hasn't yet been considered. We will do that during our discovery phase.

### **Step 7: Are there potential differential impacts on protected characteristic groups?**

Please complete for each group, including details of the potential impact on those affected. Please remember to take into account any particular impact resulting from **Covid-19**.

**Please state if there is a potentially positive, negative, neutral or unknown impact for each group. Please state the reason(s) why.**

Age

**Impact:** Unknown at this stage

Disability

**Impact:** Unknown at this stage

Gender reassignment

**Impact:** Unknown at this stage

Marriage and Civil Partnership

**Impact:** Unknown at this stage

Pregnancy/Maternity

**Impact:** Unknown at this stage

Race - (includes Gypsy Travellers)

**Impact:** Unknown at this stage

Religion or Belief

**Impact:** Unknown at this stage

Sex

**Impact:** Unknown at this stage

Sexual orientation

**Impact:** Unknown at this stage

### **Step 8: Consultation with any of the groups potentially affected**

If you have consulted with any group potentially affected, please give details of how this was done and what the results were.

No consultation at this stage.

If you have not consulted with any group potentially affected, how have you ensured that you can make an informed decision about mitigating action of any negative impact (Step 9)?

No decisions are being made at this point in time other than to progress with the review.

### **Step 9: What mitigating steps will be taken to remove or reduce potentially negative impacts?**

During the review we will be building into the process a reminder for all project teams that they need to consider the impact of any proposals on all people with protected characteristics and our customers. At each review stage we will check that this has happened.

In the initial review stage we will identify what we know in terms of data on protected characteristics. Where we have identified gaps we will consider how we might be able to address that.

**Step 10: If a potentially negative impact has been identified, please state below the justification.**

n/a

**Step 11: In what way does this proposal contribute to any or all of the public sector equality duty to: eliminate unlawful discrimination; advance equality of opportunity; and foster good relations between people of different protected characteristics?**

All duties will be considered as options for the future are considered.

As the review progresses we will ensure that there is no unlawful discrimination on the grounds of any of the protected characteristics by adhering to statutory employment practices

**Step 12: Is there any action which could be taken to advance equalities in relation to this proposal?**

Not at this stage.

**Step 13: FAIRER SCOTLAND DUTY**

This step is only applicable to **strategies** which are key, high level decisions. If your proposal is **not** a strategy, please leave this Step blank, and go to Step 14.

Links to data sources, information etc which you may find useful are in the Guidance.

**Step 13(A) What evidence do you have about any socio-economic disadvantage/inequalities of outcome in relation to this strategic issue?**

**Step 13(B) Please state if there are any gaps in socio-economic evidence for this strategy and how you will take measures to gather the evidence you need.**

**Step 13(C) Are there any potential impacts this strategy may have specifically on the undernoted groupings? Please remember to take into account any particular impact resulting from Covid-19.**

**Please state if there is a potentially positive, negative, neutral or unknown impact for each grouping.**

**Low and/or No Wealth** (e.g. those with enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future).

**Impact**

**Material Deprivation** (i.e. those unable to access basic goods and services e.g. repair/replace broken electrical goods, warm home, leisure and hobbies).

**Impact**

**Area Deprivation** (i.e. where people live (e.g. rural areas), or where they work (e.g. accessibility of transport)).

**Impact**

**Socio-economic Background** i.e. social class including parents' education, people's employment and income.

**Impact**

**Other** – please indicate.

**Step 13(D) Please state below if there are measures which could be taken to reduce socio-economic disadvantage/inequalities of outcome.**

**Step 14: What arrangements will be put in place to monitor and review the Equality Impact/Fairer Scotland Duty Assessment?**

We will review this at each stage of our service review.

**Step 15: Where will this Equality Impact/Fairer Scotland Duty Assessment be published?**

Published as part of budget papers for Council meeting on 29/2/24.

**Step 16: Sign off and Authorisation.** Please state name, post, and date for each:

Prepared by: Lynda Thomson, Service Leader, HR, OD & Business Support 18/1/24

Reviewed by: Doreen Phillips. Senior Practitioner, Equalities 18/1/24

Approved by: Sharon Faulkner, Director of HR, OD, DE, IT & Business Support 14/02/24