

# **Appendix 2 – London Borough of Barnet Employee Equality Impact Assessment (EIA)**

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## **Outline Business Case – Review of the Registration & Nationality Service**

[This document remains live with information being added at each critical milestone]

### **EIA Contents**

1. Introduction
2. Any anticipated equalities issues at each milestone and identified mitigation
3. Monitoring Summary
4. Project Milestone Outcomes, Analysis and Actions
5. Briefing, Sharing and Learning

## 1. Introduction

### 1.1 Purpose

It is recognised that any transformation of services is likely to have an impact upon staff. This impact will be monitored through the completion of an Employee Equalities Impact Assessment; this is a “live” document and will be updated at key milestones throughout the lifespan of the project.

As part of the public sector Equality Duty, section 149 of the Equality Act 2010, the Authority is required to give due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out activities.

This EIA will be used to understand the impacts on groups of staff over the period of the review of the Registration and Nationality Service.

The London Borough of Barnet is currently reviewing the delivery of its Registration and Nationality Service in order to generate efficiency savings and fulfil the council's commitment to improving the customer experience.

As part of this review a cost-benefit analysis has been undertaken for the following options:

- Maintaining the Registration and Nationality service as it currently stands (which requires additional resourcing to maintain current standards)
- Exploring ways of delivering greater efficiencies and a better customer experience within the existing service
- Implementing a shared service model, with the London Borough of Brent delivering Barnet's Registration and Nationality service
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**The recommendation to the Committee is for approval of the Outline Business Case to enter into a shared service arrangement with the London Borough of Brent delivering Barnet's Registration and Nationality service.**

### 1.2 Aims and objectives of the One Barnet Programme

The aim of reviewing the delivery of the Registration and Nationality service supports the six priority outcomes set out in the 2013/16 Corporate Plan:

- To promote economic growth in a way which is fair and inclusive
- To ensure that the equality impacts of the council's decisions are mainstreamed throughout decision making processes and across all parts of the organisation
- To work with partners to deliver better outcomes for residents
- To promote diversity in the local economy
- To promote diversity in service provision
- To promote community engagement and cohesion

The review of the Registration and Nationality service is part of the London Borough of Barnet (Barnet)'s corporate change programme (One Barnet Programme). It supports the One Barnet key priorities of:

- A new relationship with citizens
- A relentless drive for efficiency
- A 'one public sector' approach

### 1.3 Description of the critical milestones

- These will be updated if the proposal is taken forward to options appraisal stage

### 1.4 Key Stakeholders

1.

- In-scope staff – represented by the Trade Unions, dependent on the changes going forward a staff group may be developed
- Council customers – representation will be defined going forward
- Politicians – decisions regarding the progress of the project will be taken by Cabinet Resources Committee and Cabinet
- Senior council officers – the project is sponsored by the Assistant Director Adults and Communities
- Trade Unions – represented by trade union staff, who attend monthly meetings with the project manager, HR and project sponsor

### Any Anticipated Equalities Issues at each milestone and identified mitigation

- To be defined if approval given to explore options

### Monitoring Summary

**Table 1- Employee EIA Profile of the One Barnet Project – Review of the Registration & Nationality Service** (this profile is in accordance with the requirements of the Equality Act 2010 and the Council will collect this information so far as we hold it)

All numbers replaced by an 'X' have been aggregated to protect personal identification

## Critical Milestones

		04/12/12 In-scope Profile at Outset date		[date]		[date]		[date]	
		In-scope %	Total Council Equality Figures %	In-scope %	Total Council Equality Figures %	In-scope %	Total Council Equality Figures %	In-scope %	Total Council Equality Figures %
<b>Number of employees</b>		9	2,784						
<b>Gender</b>	Female	88.9%	64.3%						
	Male	11.1%	35.7%						
<b>Date of Birth (age)</b>									
	1996-1986	X	4.6%						
	1985-1976	X	20.4%						
	1975-1966	X	25.6%						
	1965-1951	X	44.0%						
	1950-1941	X	5.4%						
1940 and earlier	0%	X							
<b>Race</b>									
	White British	X	51.6%						

	Irish		3.1%						
	Other White	X	6.8%						
	<b>Mixed</b>								
	White and Black Caribbean		0%						
	White and Black African		0%						
	White and Asian		0.6%						
	White – Turkish Cypriot		0.6%						
	White – Greek Cypriot		1.2%						
	Other Mixed		1.9%						
	<b>Asian and Asian British</b>								
	Indian		7.0%						
	Pakistani		1.2%						
	Bangladeshi	X	0.9%						
	Other Asian		1.7%						
	<b>Black or Black British</b>								
	Caribbean	X	5.7%						
	African		7.4%						
	Other Black		0.9%						
	<b>Chinese or Other Ethnic Group</b>								
	Chinese		0.6%						
	Other Ethnic Group	X	1.8%						
	<b>Blank</b>		7.1%						
<b>Disability</b>									
	<b>Hearing</b> (such as: deaf, partially deaf or hard of hearing)	0%	X						
	<b>Learning difficulties</b> (such as dyslexia)	0%	X						
	<b>Mental illness</b> (substantial and lasting more than a year)	0%	X						
	<b>Vision</b> (such as blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glasses/contact lenses)	0%	X						
<b>Reduced physical capacity</b> (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina,	0%	0.4%							

	asthma, angina or diabetes)								
	<b>Mobility</b> (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis)	0%	X						
	<b>Other disability</b>	0%	1.4%						
	<b>Blank</b>	100%	97.3%						
<b>Religion or Belief</b>	Christian	X	47.6%						
	Buddhist		0.5%						
	Agnostic		1.3%						
	Atheist	X	1.4%						
	Humanist		X						
	Hindu	X	6.0%						
	Jewish		3.1%						
	Muslim	X	4.3%						
	Jain		0.4%						
	Sikh		0.4%						
	Baha'i		0%						
	Other religions		3.5%						
	No religion		16.4%						
	No response on faith	X	13.9%						
No form returned		1.1%							
<b>Sexual Orientation</b>	Heterosexual	X	69.6%						
	Bisexual		0.4%						
	Lesbian / Gay		1.4%						
	Prefer not to say	X	19.6%						
	Blank		8.9%						
<b>Marriage and civil partnership</b>	Married	X	32.1%						
	Single		23.8%						
	Widowed	X	0.6%						
	Divorced		2.8%						
	In civil partnership		0.4%						
	Co-habiting		1.4%						
	Separated		0.4%						
	Not stated	X	38.6%						
<b>Relevant and related grievances</b>	Formal	0%	N/A						
	Upheld	0%	N/A						
	Dismissed	0%	N/A						

## Data

The above table shows the protected characteristics for the in-scope community for this project.

Data will be assessed over the key milestones if it is agreed at Cabinet Resources Committee to go with the recommended option.

The assessment of this data is to:

- understand the make up of the affected community and compare this against the make up of the Council, the preferred position would be that the affected group is of a similar representation as the Council.

The protected characteristics are:

- Gender
- Age
- Race
- Disability
- Religion or belief
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity leave

## Data Gaps

Data to be analysed against any potential changes.

## Evidence

**List below available data and research that will be used to determinate impact on different equality groups**

The revised establishment lists from SAP provide the primary data.

When making any decisions affecting staff, the new provider will be expected to consider the impact of the project on the following, amongst other potential factors:

- Flexible working arrangements and their impacts on parents and carers
- Working from home
- The impact of potential changes to holidays / term-time
- The impact on staff of changes to their working culture
- The impact on staff of additional health and safety

## 2. Project Milestone Outcomes, Analysis and Actions

- To be defined if approval of the recommended option is given

## Potential Impacts and Proposed Mitigating Actions/Benefits to Staff

Listed below is a summary of the key benefits to staff

	Proposed Activities	Potential Impact	Impact Type	Protected Groups Affected	Proposed Mitigating Actions/Benefits to Staff
					•
					•
					•

						•
						•
						•
						•
						•
						•

### 3. Briefing, Sharing and Learning

This table summarises the briefing activities. This EIA forms the primary briefing tool and has been shared as detailed below.

<b>Table 2 Milestone Description</b>	<b>Strategic Commissioning Board</b>	<b>Trade Unions Engagement</b>	<b>Cabinet Briefing</b>	<b>Cabinet Resources Committee</b>	<b>Formal Staff &amp; Trade Unions Consultation</b>	<b>General Functions Committee</b>	
<b>Outset Data</b>	15 Oct 2013	18 Oct 2013	17 Oct 2013	04 Nov 2013	Nov 2013	Subject to approval of OBC	
<b>Identification of services in scope</b>							
<b>[date]</b>							
<b>[date]</b>							
<b>[date]</b>							