

Appendix Di: Equalities Impact Assessment – Finance and Strategic HR

Employee Equality Impact Analysis (EIA)

1. Delivery Unit/Function and/or Service: Strategic HR	
Date assessment completed: 30 th May 2019	
Title of project/proposal/policy change/Alternative Delivery model/organisation change being assessed: Defined elements of existing strategic HR and Finance services to be TUPE'd in from Capita to LBB on anticipated date of 1 st April 2019.	
2. This EIA is being undertaken because it is: <input checked="" type="checkbox"/> A result of organisation change <input checked="" type="checkbox"/> Part of a project proposal for the Barnet Transformation programme 2018 – 2020 <input type="checkbox"/> Other please specify:–	
3. Names and roles of officers completing this assessment:	
Lead officer	Natasha Edmunds
Stakeholder groups	All DUs
Representative from internal stakeholders (please specify)	HR, Equalities Allies Group, Trade Unions
Representative from external stakeholders (please specify)	Capita
Delivery Unit Equalities Network rep	Not known
Commissioning Equalities rep (where appropriate)	Not known
HR rep (for employment related issues)	Natasha Edmunds

4. Employee Profile for the Proposal

On 11th December, Policy & Resources Committee approved the decision to return some defined Finance and Strategic HR services to the Council as part of a fast-track return.

These functions were:

Strategic HR

- HR Business Partners/Assistants

Finance

- Accounts Receivable
- Treasury Management
- Closing and Monitoring Team
- Accounts Reconciliations
- Business Partnering
- Pension Fund Accounting and Investments
- Schools accounting and schools funding team

The following services have remained with Capita:

- Payroll
- Schools HR Traded Services
- Recruitment
- Pensions Administration
- Pay & Data
- Printing AR invoices
- Accounts Payable (scanning, remittances, payment processing etc.)
- Revenues and Benefits
- Schools Finance Traded Services
- Integra System and Support (Financial management system)

Naturally, there was data about Capita staff in scope to be TUPE transferred in to LBB across the range of protected characteristics. The requirements of the Public-Sector Equality Duty rested with both Capita and LBB because the staff in scope for the project were Capita staff who would become as a result of the TUPE transfer taking place. The duty for leading the transfer of staff, and for therefore leading the TUPE process, including staff consultation, laid with the transferring organisation, in this case Capita. However, due consideration will need to be given to any adjustments that may be required post transfer

LBB (the receiving organisation) worked very closely with Capita (the transferring organisation) to ensure disruption to staff being TUPE'd over was minimised and the process was as transparent and strain free as possible. LBB had established a Strategic HR Transition Group to agree the process and the associated communications and stakeholder engagement plan.

All staff successfully transferred from Capita to LBB on their existing or similar Terms and Conditions, as agreed in the Measures Letters. Against this background, we believe the impact on staff transferring to LBB from Capita has been considered as neutral/positive.

Staff Equality Impact Assessment - Form

The following table measures the impact on the 10 defined characteristics from the Equality Act 2010. Due to the small number of persons transferring across (48), to protect and maintain anonymity for any individual, the council has elected not to provide information at a delivery unit or service level but instead to provide all requested information as a totality of the numbers of people transferring across. This is within accepted practice

Protected Characteristic		Team /Workforce Group	n/a	n/a
Gender	Female	26		
	Male	22		
Age/Date of Birth	1986 – 1997	6		
	1976-1986	7		
	1966-1975	17		
	1965-1951	12		
	1950-1941	2		
	1940 and earlier			
Ethnicity	White British Irish Other White	21 (other ethnic groups identified but too small a sample to include in case it identifies individuals)		
	Mixed White and Black Caribbean White and Black African White and Asian Other Mixed	See above		
	Asian and Asian British Indian	See above		

Protected Characteristic		Team /Workforce Group	n/a	n/a
	Pakistani Bangladeshi Other Asian			
	Black or Black British Caribbean African Other Black	See above		
	Chinese or Other Ethnic Group Chinese Other Ethnic Group	See above		
Disability	Physical co-ordination (such as manual dexterity, muscular control, cerebral palsy)	See above		
	Hearing (such as: deaf, partially deaf or hard of hearing)	See above		
	Vision (such as blind or fractional/partial sight. Do not include people who wear glasses/contact lenses)	See above		
	Speech (such as impairments that can cause communication problems)	See above		
	Reduced physical capacity (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes)	See above		
	Severe disfigurement	See above		
	Learning difficulties (such as dyslexia)	See above		

Staff Equality Impact Assessment - Form

Protected Characteristic		Team /Workforce Group	n/a	n/a
	Mental illness (substantial and lasting more than a year)	See above		
	Mobility (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis)	See above		
Gender Identity	Transsexual/Transgender (people whose gender identity is different from the gender they were assigned at birth)	No person identified / disclosed		
Pregnancy and Maternity	Pregnant	No person identified / disclosed		
	Maternity Leave (current)	As above		
	Maternity Leave (in last 12 months)	As above		
Religion or Belief	Christian	19 (other religions or beliefs were identified but too small a sample to include in case it identifies individuals)		
	Buddhist	See above		
	Hindu	See above		
	Jewish	See above		
	Muslim	See above		
	Sikh	See above		
	Other religions	See above		
	No religion	See above		
	Not stated	See above		

Protected Characteristic		Team /Workforce Group	n/a	n/a
Sexual Orientation	Heterosexual	40		
	Bisexual	Undisclosed		
	Lesbian	Undisclosed		
	Gay	Undisclosed		
Marriage and Civil partnership	Married	23 (other relationship status groups identified but too small a sample to include in case it identifies individuals		
	Single	See above		
	Widowed	See above		
	Divorced	See above		
	In Civil partnership	See above		

5. How are the equality strands affected? Please detail the positive/negative or neutral effect on each equality strand, and any mitigating action you have taken / required. Please include any relevant data and source. If you do not have relevant data please explain why and when you will capture the data.

Not known due to lack of available data due to TUPE regulations which stipulate data will be available 28 days before Capita services (disciplines to be defined) TUPE transfer date predicted as 1 April 2019.

Equality Strand	Affected?	Explain how affected	Indicate any action planned or
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			taken to mitigate negative impact?
1. Age	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> X	Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> X	
2. Disability	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> X	Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> X	
3. Gender reassignment	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> x	Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> x	
4. Pregnancy and maternity	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> x	Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> x	
5. Race / Ethnicity	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> x	Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> x	
6. Religion or belief	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> x	Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> x	
7. Gender / sex	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> x	Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> x	
8. Sexual orientation	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> x	Positive <input type="checkbox"/> Negative <input type="checkbox"/>	

Staff Equality Impact Assessment - Form

		Neutral <input type="checkbox"/> x	
9. Marital Status	Yes <input type="checkbox"/> / No <input type="checkbox"/> x	Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> x	
10. Other key groups? Carers	Yes <input type="checkbox"/> / No <input type="checkbox"/> x Yes <input type="checkbox"/> / No <input type="checkbox"/> x	Please assess Young, Parent and Adult carer. Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input type="checkbox"/> x	

6. Overall impact and Scale		
<p>Positive impact:</p> <p>Minimal <input checked="" type="checkbox"/>x</p> <p>Significant <input type="checkbox"/></p>	<p>Negative Impact or Impact Not Known</p> <p>Minimal <input type="checkbox"/>x</p> <p>Significant <input type="checkbox"/></p>	

7. Outcome			
<p>No change to decision</p> <p><input checked="" type="checkbox"/>x</p>	<p>Adjustment needed to decision</p> <p><input type="checkbox"/></p>	<p>Continue with decision <i>(despite adverse impact / missed opportunity)</i></p> <p><input type="checkbox"/></p>	<p>If significant negative impact - Stop / rethink</p> <p><input type="checkbox"/></p>

8. Please give full explanation for how the overall assessment and outcome was decided
<p>The total number of staff who transferred over was a very small sample of just 48. This compares to c.1,800 staff currently employed by the council, meaning the staff transferring back to the council represented just over 2.6% of the total workforce.</p> <p>As a result, the numbers are so small as to draw any statistical meaning.</p> <p>Since everyone transferred on their existing terms and conditions, there was no material change to their individual circumstances, or to their working practices.</p> <p>As a result, we believe the overall impact has been neutral.</p>

9. Equality Improvement Plan

Please list all the equality mitigations that have been identified from the Equality Analysis (continue on separate sheets as necessary). Make sure these are reflected in the project plan/ for mainstreaming and performance management purposes.

Equality Mitigation	Action	Officer responsible	By when	
<p>Negatives are changes for HR employees after 5 years firstly shifting to Capita with substantial changes. There is the recent LBB change programme and employee support within the TUPE In programme and a strong LBB Induction being developed as there have been changes in LBB.</p> <p>Minimum Positive for residents – communications will not change – or any HR work on My Account.</p> <p>Residents Satisfaction Survey data is currently good at 70% that LBB is giving value for money. We will keep this under review.</p>				

Equality Mitigation	Action	Officer responsible	By when	
In terms of equality it reduces differences and clarifies the organisations accountability and how we are organised to deliver our services.				
They will only have one point of access which is LBB. Only one front door and will enhance our reputation for giving value for money services.				
Monitor at point of implementation and subsequently Employee Attitude Service, Staff Led Sessions. Keeping an eye on Residents Perception Survey. This is based on continuity of service and we don't expect any impact on residents and based on Resident Perception Survey expect to see and increase or certainly no reduction in satisfaction.				
Community Participation and Engagement				

Equality Mitigation	Action	Officer responsible	By when	
<p>Corporation Plan 20-25</p> <p>Building resilient community.</p> <p>Are CSG dealing with Charity and Faith sector – more control, better communication and more timely.</p>				
<p>Once Committee has reached a decision on the option it will pursue we will review requirements for Public Consultation and Capita will begin the process of staff consultation as required by TUPE.</p> <p>Once options are chosen and any modus operandum for TUPE we will look again.</p> <p>Residents Participation Survey under review, Community Participation and Engagement Newsletter fortnightly and three public meetings per annum.</p>				

Equality Mitigation	Action	Officer responsible	By when	
<p>Community Network.</p> <p>Board Partnerships and Health and Wellbeing.</p> <p>Will be consulting through established partnerships and network boards.</p> <p>Monitor</p> <p>Residents Participation Survey Indicators for Residents</p> <p>DU - communicate any changes in residents' perception</p> <p>Public Consultation</p> <p>Not anticipated services will change though Service Provider will change</p>				

Name	Date	Version Number and Summary of Changes
Jeannette Stennett	22.10.2018	V1 – original draft
Andrew Merritt-Morling	19.11.2018	V1.1 - minor
Andrew Merritt-Morling	02.06.2019	Fundamental redraft of the narrative text
Mairead Mooney	03.06.2019	Inclusion of all the data that forms protected characteristics
Andrew Merritt-Morling	03.06.2019	Final review, and clearance of text by Sharni Kent