

## Appendix Three: Equalities Impact Assessment

**Name of policy/project/decision:** Corporate Statutory Servicing & Repairs Service - Delivery Options Post-March 2017 - Cabinet Report

**Status of policy/project/decision:** New

**Name of person(s) writing EIA:** Rob Markham

**Date:** May 2016

**Portfolio:** Resources

**Budget/project proposal status:** Project

**Years:** 16/17, 17/18, 18/19, 19/20

**EIA date:** 19/05/16

**EIA lead:** Michelle.hawley@sheffield.gov.uk

**Lead corporate plan priority:** An In-touch Organisation

**What are the brief aims of the policy/project/decision?**

In March 2014 SCC setup a contract for Corporate Statutory Servicing and Repairs with Kier for 2-years. This contract includes an option for a contract-extension for up to three more years (i.e. to 31st March 2019), should both the Council and Kier Services Ltd agree to this, and one of these extensions has been implemented. The project will assess options for how this service is delivered after the contract end date while ensuring the ongoing legal compliance of SCC buildings.

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
<b>Age</b>	Neutral	None/ Low	<p>No change in the average age of the workforce if staff TUPE. For Kier staff transferring, they would join a workforce with a different age distribution and may experience difficulties integrating because of this.</p> <p><b>Supporting evidence</b></p> <p>Average age of Transport &amp; Facilities Management service is 47 years old, average age of the Kier workforce that may be subject to TUPE (dependent on option chosen) is 47 years old.</p>
<b>Disability</b>	Neutral	None/ Low	<p>Kier workforce have a slightly higher proportion of staff with disabilities than Transport &amp; Facilities Management. Disabled staff transferring from Kier will join a service that has a slightly lower proportion of disabled staff and so could be concerned over how well they will be supported by the Council.</p> <p><b>Supporting evidence</b></p> <p>7% Transport &amp; Facilities Management service staff report having a disability, for the Kier workforce on the CSSR contract this is 8%.</p>
<b>Pregnancy / maternity</b>	Negative	Medium / High	<p>There may be employees on paternity/maternity leave who would not receive face to face consultation if TUPE was an element of any option selected. This may have a negative</p>

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			<p>impact on their ability to engage in the transfer process.</p> <p><b>Supporting evidence</b></p> <p>Information not known at this time, will be discovered during any TUPE process.</p>
<b>Race</b>	Neutral	Medium / High	<p>Kier workforce that may transfer to SCC (dependent on the option chosen) have a greater ethnic diversity in their staff. For any ethnic minority members of Kier staff this means they will transfer to be part of a less ethnically diverse workforce and this may cause concern around how this may impact how they are treated.</p> <p><b>Supporting evidence</b></p> <p>23% of Kier staff working on CSSR contract report being part of an ethnic minority, for Transport &amp; Facilities Management this is 13%.</p>
<b>Religion/ belief</b>	Neutral	None / Low	No information available on difference in religion or belief.
<b>Sex</b>	Negative	Medium / High	<p>There are a greater proportion of male staff in the Kier workforce for CSSR than in the T&amp;FM service. Female staff working in Transport &amp; Facilities management will experience a shift in the makeup of their service once Kier staff transfer in. This may cause them concern on what possible impact this may have on workplace culture and how they are treated.</p> <p><b>Supporting evidence</b></p> <p>Gender ration (male to female) is 2.1:1 for Asset Management. For Kier this is 5.86:1, almost three times higher.</p>
<b>Sexual orientation</b>	Neutral	None / Low	No information available
<b>Transgender</b>	Neutral	None / Low	We have no data on the number of transgender staff within the Kier CSSR workforce.
<b>Carers</b>	Neutral	None / Low	No information available at this time.
<b>Voluntary, community &amp; faith sector</b>	None		
<b>Financial inclusion, poverty, social justice:</b>	None		
<b>Cohesion:</b>	None		

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Other / additional	None		

### Overall summary of possible impact

There will be significant staffing implications as a result of the TUPE transfer of Kier Services Ltd. staff into the Council. There is not expected to be any disproportionate impact on staff with a particular protected characteristic however the Council has a wide range of policies and procedures already in place to support employees reduce potential inequalities in the workplace. Access to these policies and procedures will be available to all transferred staff to support their integration into the Council. There is a small risk that some transferring staff may not be fully included in the consultation process due to their characteristics - in particular those staff on pregnancy/maternity/paternity leave or those absent from work due to illness or disability. This risk is covered in the action plan and managers will be expected to ensure that these staff are involved wherever possible in consultation arrangements in a manner appropriate to their needs. It is important to ensure that staff transferring into the Council are given an appropriate induction to the Council so that they are aware of the support offered to staff with protected characteristics. This is also captured in the action plan attached to this EIA. There is not expected to be any negative impact on customers as a result of these proposals and the intention is that the service will deliver positive service changes over the longer-term. The service will initially carry on delivering the same service to customers as it does at the moment. Proposals to change this service will be developed in partnership with customers and will take account of their diverse needs. The aim of bringing the repairs service back into the Council is to improve the overall service to customers.

## Consultation

**Consultation required:** Yes

**Consultation start date:** 30/09/16

**Consultation end date:** 31/03/16

**Details of consultation:** As part of the TUPE transfer of staff the Council will consult on any changes. This will include a series of consultation meetings with Trade unions, affected Kier staff and potentially affected SCC staff. There will also be one to one consultations with individual staff.

## Action plan

Area of impact	Action and mitigation
Age	Any changes identified as a part of any TUPE process will be subject to full consultation. Some of the changes may result in a positive impact where the SCC 'offer' as part of the transfer provides additional benefits. Any staff transferring into the service will be covered by the Council's 'Dignity and Respect at Work' policy or a transferred Kier equivalent policy, providing support for the resolution of any equality issues.

Area of impact	Action and mitigation
	<p>Many of the Kier staff are already experienced in TUPE process from previous transfers. These changes may cause concerns for Kier staff, regarding places of work and line management. Full consultation and communication with staff is paramount requiring managers and supervisors to remain open and honest with the staff. The idea of the change to SCC may be seen as negative by some staff. This impact will need to be managed.</p> <p>The impact on employees who are away from work on sickness absence may be negative and again needs to be managed.</p>
Disability	<p>The Council will also consider any reasonable adjustments for disabled staff during and after the transfer. As well as Kier, the Council is a member of the 'Two Ticks' scheme providing support and development opportunities for disabled people.</p> <p>All staff to be made aware of the key Council commitments to equality and dignity within the workforce including:</p> <ul style="list-style-type: none"> <li>•Wide range of flexible working options.</li> <li>•Dignity and Respect at Work policy</li> <li>•Access to Staff Equality and Inclusion Networks</li> <li>•Employment policies and support mechanisms to promote health and wellbeing.</li> </ul>
Pregnancy / Maternity	<p>Any CSSR Kier staff that are eligible for TUPE transfer and on maternity/paternity leave will be fully consulted with on a regular basis using other communication methods and kept up to date with changes that will be made to their working environment. HR lead on TUPE consultation, timelines being developed and progress will be monitored through project plan reporting at project team meetings.</p>
Race	<p>There is currently lower representation of BME staff in the T&amp;FM workforce and this would need to be considered further once staff transfer. The TUPE process should not result in any negative impact on individual members of staff as a result of their equality profile. Any changes identified as a part of the TUPE process will be subject to full consultation.</p> <p>All staff will be made aware of the key Council commitments to equality and dignity within the workforce including:</p> <ul style="list-style-type: none"> <li>• Dignity and Respect at Work policy</li> <li>• Access to Staff Equality and Inclusion Networks</li> <li>• Employment policies and support mechanisms to promote health and wellbeing.</li> </ul>
Religion / belief	<p>The TUPE process should not result in any negative impact on individual members of staff as a result of their equality profile. Any changes identified as a part of the TUPE process will be subject to full consultation.</p> <p>All staff will be made aware of the key Council commitments to equality and dignity within the workforce including:</p>

Area of impact	Action and mitigation
	<ul style="list-style-type: none"> <li>• Dignity and Respect at Work policy</li> <li>• Access to Staff Equality and Inclusion Networks</li> <li>• Employment policies and support mechanisms to promote health and wellbeing.</li> </ul>
Sex	<p>There is currently an under representation of female staff in the Kier workforce and options to reduce this disparity would need to be considered further if staff transfer to ensure there is not a disproportionate impact on women.</p> <p>All staff will be made aware of the key Council commitments to equality and dignity within the workforce including:</p> <ul style="list-style-type: none"> <li>•Dignity and Respect at Work policy</li> </ul>
Sexual Orientation	<p>The TUPE process should not result in any negative impact on individual members of staff as a result of their equality profile. Any changes identified as a part of the TUPE process will be subject to full consultation.</p> <p>All staff will be made aware of the key Council commitments to equality and dignity within the workforce including:</p> <ul style="list-style-type: none"> <li>•Dignity and Respect at Work policy</li> <li>•Access to Staff Equality and Inclusion Networks</li> <li>•Employment policies and support mechanisms to promote health and wellbeing</li> </ul>
Transgender	<p>The TUPE process should not result in any negative impact on individual members of staff as a result of their equality profile. Any changes identified as a part of the TUPE process will be subject to full consultation.</p> <p>All staff will be made aware of the key Council commitments to equality and dignity within the workforce including:</p> <ul style="list-style-type: none"> <li>•Dignity and Respect at Work policy</li> <li>•Access to Staff Equality and Inclusion Networks</li> <li>•Employment policies and support mechanisms to promote health and wellbeing</li> </ul>
Carers	<p>The TUPE process should not result in any negative impact on individual members of staff as a result of their equality profile. Any changes identified as a part of the TUPE process will be subject to full consultation.</p> <p>All staff will be made aware of the key Council commitments to equality and dignity within the workforce including:</p> <ul style="list-style-type: none"> <li>•Dignity and Respect at Work policy</li> <li>•Access to Staff Equality and Inclusion Networks</li> <li>•Employment policies and support mechanisms to promote health and wellbeing</li> </ul>

Proposal has geographical impact across Sheffield: No

**Proposal has a cumulative impact:** No

**Review date:** 01/12/16    **Reference number:** 899

**Risk rating:** Low

**Type of Decision:** Executive Decision (Cabinet)

**Lead Cabinet Member:** Curran Ben (LAB-CLLR)

## Manager and Approval

**Lead Officer:** Eugene Walker

**Approved (EIA Lead Officer for Portfolio):** Michelle Hawley

**Date:** 27/05/2015