

# Sheffield City Council Equality Impact Assessment



[Guidance for completing this form is available on the intranet](#)

Help is also available by selecting the grey area and pressing the F1 key

**Name of policy/project/decision:** Grounds maintenance and Estate Services review

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

**Name of person(s) writing EIA:** Ian Turner

**Date:** 18/7/14

**Service:** Culture and Environment

**Portfolio:** Place

**What are the brief aims of the policy/project/decision?** To provide an integrated grounds maintenance provision for council housing tenants

**Are there any potential Council staffing implications, include workforce diversity?** If approved, a process of integration of staff from the Council Housing Estates staff into the existing Parks and Public Realm structure. This will be accomplished without reduction of total numbers of employees. However, there may be loss of vacant posts that will generate some financial savings. Discussions are ongoing with unions from both Parks and Public Realm and Housing. Changes to structures as a result of integration will be through an achieving change to be launched in October 2014.

Under the [Public Sector Equality Duty](#), we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." [More information is available on the council website](#)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Neutral	Low	<p>The proposals will not result in any change to workforce numbers as there will be no reductions unless there is a choice made to utilise vacant posts. Changes to job roles are an extension of current duties and will not create disadvantage to employees. The posts are all currently in the Council Housing Service and will transfer through an achieving change.</p> <p>The current workforce profile has a high percentage of white males and 22% are over 55 years old. The proposals will affect 23 out of 96 staff in that area, but we will have an application and selection process attached to the achieving change so until we identify which 23, the profile will be unknown. However we will</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>monitor and evaluate this to ensure that no group is disproportionately impacted.</p> <p>We have been engaging with unions from both areas for several months and have sent out a number of bulletins to both P&amp;PR staff and Housing staff through our normal communications channels. We will continue to do this throughout the process. Once we start the achieving change process, we will set up staff briefing sessions with both sets of staff. We have a communications plan from December which needs revising for timescales now that we have dates set for the cabinet process</p> <p>For residents current variations in service delivery standards across the city will be removed, therefore creating a fair service. Ease of access will be improved for all by having a single point of contact for any issues relating to neighbourhood green spaces.</p>
<b>Disability</b>	Neutral	Low	As above and where any of the staff have an agreed reasonable adjustment this will be continued
<b>Pregnancy/maternity</b>	Neutral	Low	As above
<b>Race</b>	Neutral	Low	As above
<b>Religion/belief</b>	Neutral	Low	As above
<b>Sex</b>	Neutral	Low	As above
<b>Sexual orientation</b>	Neutral	Low	As above
<b>Transgender</b>	Neutral	Low	As above
<b>Carers</b>	Neutral	Low	<p>As above.</p> <p>There may be an impact on those with caring responsibilities transferring from extended flexible working arrangements to annualised hours.</p> <p>As part of the recruitment, we could ask for working area preference and reason for choice. That way we could prioritise locations for those with caring responsibilities if we have too great an uptake for a</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.)
			given area
<b>Voluntary, community &amp; faith sector</b>	Neutral	Low	As above
<b>Financial inclusion, poverty, social justice:</b>	Neutral	Low	As above. No staff will be negatively impacted by moving to the council's pay structure. Pay grades in housing overlap the relevant pay grades in SCC
<b>Cohesion:</b>	Neutral	Low	As above
<b>Other/additional:</b>	Negative	Low	

**Overall summary of possible impact (to be used on EMT, cabinet reports etc):** There are no significant equalities implications for the proposals. There will a positive impact for customers regarding consistency in standards across the city, improved engagement and a single point of contact.

The decision does not have any significant equalities implications for staff. Any agreed reasonable adjustments for members of the team will continue in the new structure. Support and guidance through the Achieving Change process will be in accordance with agreed policies. We will monitor and evaluate the process to ensure that there are no disproportionate impacts.

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

**Review date:**                      **Q Tier Ref**                      **Reference number:**

**Entered on Qtier:** No                      **Action plan needed:** Yes

**Approved (Lead Manager):** Ian Turner                      **Date:** 26/8/14

**Approved (EIA Lead person for Portfolio):** Annemarie Johnston                      **Date:** 26/8/14

**Does the proposal/ decision impact on or relate to specialist provision:** no

**Risk rating:** Low

## Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
Workforce	Any agreed reasonable adjustments for members of the team will continue in the new structure. Support and guidance through the Achieving Change process will be in accordance with agreed policies and through delivery of an updated communications plan. We will monitor and evaluate the process to ensure that there are no disproportionate impacts.	Ian Turner Monitored and reviewed throughout the process and at the end.
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**Approved (Lead Manager): Ian Turner Date: 26/8/14**

**Approved (EIA Lead Officer for Portfolio): Annemarie Johnston Date: 26/8/14**