Equality Impact Assessment – Form Template (September 2010)

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, Assessments should take into consideration each of the so-called "protected characteristics" listed in the Equality Act 2010. As such, each of these – race, age, gender etc – are listed in the below questions (Q9 – Q17).

Don't be put off by the apparent length of this form. Many of the questions will not require a specific response, other than "no impact" – to help you complete the form, please refer to the advice note which will answer most queries.

Service Area Customer & Information Services / People & Transformation	**Head of Service:** Mark Neilson / Debra Wood Lawson	**Person responsible for the assessment:** Nia Lewis	**Date of Assessment** 14th November 2012	
Name of the function to be assessed: *My Workspace Project*			**Is this a new or existing function**	This is considered as a new function

1. Briefly describe the aims of the function	The aims of My Workspace include enabling relevant Newport City Council staff to work from a number of locations allowing staff to undertake their roles and responsibilities as effectively and efficiently as possible. My workspace project consolidates a number of initiatives such as filing and storage (My Information) and the roll out of unified communications. Both of these have their own EIA. Phase 1 of the project relates to staff who have moved as a consequence of the Information Station, the next phase will be subject to a wider business case.
2. Name any associated policy, function etc.	My Workspace is part of the My Work corporate projects and Transformation programme. Associated policy's, strategies guidance and functions include:- My Workspace – Agile Working Guidance My Workspace - H&S Guidance My Workspace - ICT Working Equipment *Use of the GCSx network and Secure GCSx E-mail Policy* *IT Security Policy* *Access to the Network, E-mail and Internet Policies* *Mobile Phone and Blackberry Policy* *Information Security Incident Reporting Policy*

3. Who are the main stakeholders in relation to the function	The employees of Newport City Council Service areas who have responsibilities to staff

4. Who performs the service?	Employees of the Council will perform their roles and responsibilities using My Workspace practices. The Project Structure is as follows **Workstream Leads** Finance: Assistant Accountant Engagement: Corporate Policy Officer Communications: Interim Transformation Manager Guidance: Project Manager – Strategic HR Health & Safety: Health & Safety Manager My Travel: Customer Services Project Manager My Information: EDMS Project Manager Training: Senior HR Business Partner Space: Business Services Manager (Property) Information Communication Technologies: User Support Manager (IT) **Project Manager**: Customer Services Project Manager **Project Sponsor** : Interim Transformation Manager (Strategic Director, People for next phase) **Corporate Board**: Customer Services Programme Board, Chair Head of Customer & Information Services (Cross Cutting Programme Board in next phase)

5. What outcomes are wanted from this function?	Part of the programme to transform and modernise our services to ensure that they are customer focussed, effective and delivered by a flexible and skilled workforce. 1. Staff are able to work from a number of locations to carry out the roles and responsibilities of their job as efficiently and effectively as possible 2. Reduction in administrative buildings used to accommodate staff 3. Increase in customer service delivery satisfaction 4. Increase in wellbeing of staff 5. Better Work life balance 6. Reduction in Sickness and absenteeism rates 7. More effective use of staff time 8. Supports potential for collaboration
6. What factors/forces could contribute/detract from the outcomes?	Type of Job within the council that are suitable to be more flexible in their work style Specialist equipment requirements Engagement and willingness of staff and management to participate Accommodation available to the council for its staff to work from Effectiveness of available ICT Ability of managers to manage staff by output as opposed to managing by presence Resources

7. Is full information and analysis of users of the service available? Please include future information gathering and analysis in your Equalities Action Plan	HR keep records of staff details Workstyle information regarding the staff that have been considered within the scope of the My workspace project is held by the project team and HR.
8. What consultation has taken place? Please include future consultation in your Equalities Action Plan	Extensive consultation was held with services due to move the Information Station. Workshops for all staff Staff surveys via email and hardcopy Attendance at team meetings and other meeting by project team members Managers training sessions Intranet webpages Asking for opinions on specific issues in project scope via e-bulletin Exchanges with other LA's Staff visits to new locations
9. Are there concerns that the function _could_ have a differential impact due to age?	Yes

What existing evidence (either presumed or otherwise) do you have for this?	Some staff have informally through the consultative process raised age as a barrier to using new ICT equipment which is on element required to enable more flexible working. This has been addressed by offering staff ICT training on courses and via the e-learning tool on the intranet.
10. Are there concerns that the function _could_ have a differential impact due to disability (including learning disabilities, mental health issues, mobility or sensory impairments)?	Yes

What existing evidence (either presumed or otherwise) do you have for this?	Mobility and sensory impairments particular require attention when providing flexible working opportunities. My Workspace guidance outlines that agile working is not suitable for some people with disabilities and that the individual staff member and their manager need to consider what is best for the individual, team and service area. Health and Safety Risk Assessments provide relevant information to ensure that staff are able to their jobs safely. There are a range of options for staff and managers to consider and options include provision of specialist flexible equipment or provision of a fixed desk from one base. Staff with Blue Badges will be catered for by special parking spaces at the Civic Centre and Information Station Staff with learning difficulties are supported through training and in some cases specialist software.
11. Are there concerns that the function <u>could</u> have a differential impact due to gender reassignment?	No
What existing evidence (either presumed or otherwise) do you have for this?	No issues have been identified that have an impact on gender reassignment
12. Are there concerns that the function <u>could</u> have a differential impact due to marriage and civil partnership?	No

What existing evidence (either presumed or otherwise) do you have for this?	No issues have been identified that have an impact on marriage or civil partnerships
13. Are there concerns that the function <u>could</u> have a differential impact on people due to race?	No
What existing evidence (either presumed or otherwise) do you have for this?	No issues have been identified that have an impact on race See approach to implementing the findings of the review outlined above.
14. Are there concerns that the function <u>could</u> have a differential impact on people due to religion or belief (or absence of either)?	Yes
What existing evidence (either presumed or otherwise) do you have for this?	Practicing religious beliefs can sometimes have specific space requirements within buildings.
15. Are there concerns that the function <u>could</u> have a differential impact on people due to sex (gender)?	No
What existing evidence (either presumed or otherwise) do you have for this?	The predominance of work is office based or with the customers community and carried out by a various of staff, all of whom are employed in accordance with Equal Opportunities legislation.

16. Are there concerns that the function <u>could</u> have a differential impact on people due to sexual orientation?	No
What existing evidence (either presumed or otherwise) do you have for this?	No issues have been raised through consultations that have an impact on the grounds of sexual orientation
17. Are there concerns that the function <u>could</u> have a differential impact on people due to Welsh language?	No
What existing evidence (either presumed or otherwise) do you have for this?	No issues have been raised through consultations that have an impact on Welsh language skills
18 .How will the function be monitored? Please include answer in your Action Plan	Senior Management Team will receive regular reports on activity and improvements to the function. Staff views are monitored via team meetings and Managers meetings

19. How will the impact of the function be evaluated? Please include answer in your Action Plan	Once implemented, there is an expectation that the initiative will remain focused on delivering an effective working environment for the councils staff. Cost savings arising will be monitored Sickness and absenteeism rates will be monitored Productivity will be monitored Wellbeing will be monitored

Equality Action Plan			
Key Actions	**Milestones (with dates)**	**Any associated Performance targets**	**Lead Officer(s)**
Include equalities issues sustainability evaluation tool	**Dec 2012**		**Project Manager**
Provide specialist equipment to staff via I-Proc	**Dec 2012**		**Health & Safety: Health & Safety Manager**
Include equalities issues in My workspace guidance	**Dec 2012**		**Guidance: Project Manager – Strategic HR Health & Safety: Health & Safety Manager My Travel: Customer Services Project Manager**
Provision of adequate facilities to practice religious beliefs	**2013**		**Space: Business Services Manager**
Inclusion of equalities issues into My Workspace	**Nov 2012**		**Project Manager**

Signed (lead officer)   _____

Signed (Head of Service)   _____