



# South Gloucestershire Clinical Commissioning Group

## EQUALITY IMPACT ASSESSMENT

### Organisational Change Policy

#### DETAILS OF LEAD COMMISSIONER OR CSU STAFF COMPLETING THIS SCREENING:

Name	Ellen Hembrough
Title	Employee Relations Manager
Dept/Service	NBT ASK HR
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#### APPROVED AND SIGNED BY RELEVANT DIRECTOR:

Name	Anne Morris
Title	Director of Nursing and Quality
Date	August 2016

**N.B.**

1. Once this Equality Impact Assessment has been approved and signed off, an electronic copy will need to be sent to the CCG's Equalities and Patient and Public Involvement Officer for publication on the CCG website.
2. Please read the background to the EqIA at the back of this document prior to starting.

**1. PLEASE GIVE A BRIEF DESCRIPTION OF THE POLICY AND ITS AIMS/OBJECTIVES:**

This is an HR policy for staff and managers setting out the procedures to manage organisational change.

The policy applies to all staff members of the CCG.

The policy aims to ensure that organisational change is managed fairly and consistently across CCG.

Throughout any organisational change, the CCG will:

- Be open and inclusive and ensure that information and ideas are exchanged.
- Ensure you are fully supported and valued.
- Recognise and value your contribution to the organisation.
- Retain your skills, experience and commitment wherever possible.
- Encourage and help develop your skills as appropriate for you.
- Facilitate the transfer of your skills across organisational boundaries if appropriate.
- Ensure you are treated fairly, with courtesy and respect and no-one will receive less favourable treatment on the grounds of gender, age, marital status, sexuality, race, religion, creed, colour, disability, part-time status or whether you are a member of a trade union or not.
- Act with integrity and will adopt best employment practice in being a model employer, working in partnership with you.

**2. IS THIS SERVICE/POLICY ...**

<b>New</b> <input type="checkbox"/>	<b>Existing</b> <input type="checkbox"/>	<b>Refreshed</b> <input checked="" type="checkbox"/>
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**3. WHO IS THIS SERVICE/POLICY/STRATEGY LIKELY TO HAVE AN IMPACT ON?**

<b>Patients</b> <input type="checkbox"/>	<b>Carers</b> <input type="checkbox"/>	<b>Visitors</b> <input type="checkbox"/>	<b>Staff</b> <input checked="" type="checkbox"/>
<b>Other</b> <input type="checkbox"/> [Please state who]:			

#### 4. WHAT EVIDENCE ARE YOU USING TO INFORM THIS ASSESSMENT?

<b>SOURCE</b>	<b>Details of Evidence [hyperlink to documents]</b>
<b>Demographic (including Census) data</b>	None
<b>Research Findings</b>	None
<b>Recent Consultations and Surveys</b>	None.
<b>Results of: ethnic monitoring data; and any equalities data from the local authority / joint services; or Health inequality data</b>	None
<b>Anecdotal information from groups and agencies within South Gloucestershire</b>	None
<b>Comparisons between similar functions / policies elsewhere</b>	The policy references: <ul style="list-style-type: none"> <li>• The Redundancy Policy</li> <li>• The Grievance Policy</li> <li>• The Disputes Policy.</li> <li>• The Appeals Procedure.</li> <li>• Work Life Balance Policy</li> <li>• Termination of Employment Policy and Procedure</li> </ul>
<b>Analysis of PALS, complaints and public enquires information</b>	None
<b>Analysis of audit reports and reviews</b>	None
<b>Other:</b>	Employment law

## 5. ASSESSMENT OF THE EFFECTS OF THE POLICY ON THE PROTECTED CHARACTERISTICS [EQUALITY GROUPS]

Assess whether the Service/Policy has a positive, negative or neutral impact on the Protected Characteristics.

- **Positive impact** means promoting equal opportunities or improving relations within equality groups
- **Negative impact** means that an equality group(s) could be disadvantaged or discriminated against
- **Neutral impact** means that it has no effect currently on equality groups

Please answer Yes or No in the following table and provide reasons accordingly:

Assessment of Impact of Policy/Service on Protected Characteristics [Equality Groups]				
Protected Characteristic	Positive Impact ✓	Negative Impact ✗	Neutral Impact ✓	Please provide reasons for your answer and any mitigation required
<b>Age</b> [Children and Young people 0 to 19; Older People 60+]			<b>Yes</b>	Applies equally to all staff.  The policy states that “no-one will receive less favourable treatment on the grounds of gender, age, marital status, sexuality, race, religion, creed, colour, disability, part-time status or whether you are a member of a trade union or not.”  <i>Please check: Voluntary redundancy and early retirement/retirement implications.</i>
<b>Disability</b> Physical Impairment; Sensory Impairment; Mental Health; Learning Difficulty; Long-Term Condition			<b>Yes</b>	As above.  Additionally, reasonable adjustments will be made as required for applicants with disabilities.
<b>Gender Reassignment</b> [Trans people]			<b>Yes</b>	As above
<b>Race</b>			<b>Yes</b>	As above

Assessment of Impact of Policy/Service on Protected Characteristics [Equality Groups]				
Protected Characteristic	Positive Impact ✓	Negative Impact ✗	Neutral Impact ✓	Please provide reasons for your answer and any mitigation required
Religion or Belief			Yes	As above
Sex [Male or Female]			Yes	As above
Sexual Orientation			Yes	As above
Pregnancy and Maternity				<i>Please check: Staff on maternity and adoption leave should be offered a suitable vacancy if a restructure takes place during their absence.</i>

- **Positive impact** means promoting equal opportunities or improving relations within equality groups
- **Negative impact** means that an equality group(s) could be disadvantaged or discriminated against
- **Neutral impact** means that it has no effect currently on equality groups

**6. ELIMINATING DISCRIMINATION, HARASSMENT AND VICTIMISATION**

The policy states that “*no-one will receive less favourable treatment on the grounds of gender, age, marital status, sexuality, race, religion, creed, colour, disability, part-time status or whether you are a member of a trade union or not.*”

All staff will have the right to representation.

This Equality Impact Assessment assess the impact of the policy on the different protected characteristics.

It does not assess the impact of any proposed organisational change on the different characteristics. The impact may differ according to the nature and scale of the organisational change. A separate equality impact assessment on the organisational change itself will be conducted.

**7. ADVANCE EQUALITY OF OPPORTUNITY**

Not applicable.

**8. FOSTER/PROMOTE GOOD RELATIONS BETWEEN PEOPLE**

Not applicable.

**9. HAVE YOU SET UP OR ARRANGED FOR ANY OF THE FOLLOWING:**

Attribute	Yes	No	If Yes, please describe what these are, If No, please give reasons.
<b>Equality Monitoring Systems</b>		✓	Staff demographics are held on the Electronic Staff Record.
<b>Equality Related Performance Indicators</b>		✓	Not applicable.

**10. ACTION PLAN**

Ref	Issue	Action Required	Milestone	Lead Officer
1	<b>Assess the impact of the specific organisational change or restructuring on the different protected characteristics.</b>	Conduct separate Equality Impact Assessment	As change proposed.	Chief Officer and HR

## 11. RECOMMENDATIONS FOR THE PROJECT BOARD/CCG GOVERNING BODY

- a) ***Use this section to also draw attention to any issue where there has been a significant impact, and demonstrate how you either propose to mitigate it [cross reference to action plan] or if you cannot, why you cannot.***
- No significant impact identified.
  - Consideration needs to be given to including and managing early/voluntary redundancies.
  - Staff on maternity/adoption leave are included in the communications process and that the relevant legal protections are taken into consideration.
- b) ***Explain how the results of this assessment have influenced your service/policy/strategy***  
Recognition that a separate Equality Impact assessment will be required for the organisational change itself.

12. **DATE EQIA COMPLETED: AUGUST 2016**

13. **REVIEW DATE: AUGUST 2018**



## Equality Impact Assessment – Background Information

**Before you start, please ensure that you have completed the online training available on the MLE <http://nhssw.e2train.com/southwest>**

In completing this assessment you should keep the Equality Duty set out in the Equality Act 2010 in mind. The Duty has three aims. It requires public bodies to have **due regard** to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

This EqIA is based on the following principles, drawn from case law and provides the essential information to enable us to fulfil our Equality Duty. Public bodies are expected to ensure:

**Knowledge** – those who exercise the public body’s functions need to be aware of the requirements of the Equality Duty. Compliance with the Equality Duty involves a conscious approach and state of mind.

**Timeliness** – the Equality Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken – that is, in the development of policy options, and in making a final decision. A public body cannot satisfy the Equality Duty by justifying a decision after it has been taken.

**Real consideration** – consideration of the three aims of the Equality Duty must form an integral part of the decision-making process. **The Equality Duty is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.**

**Sufficient information** – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty.

**No delegation** – public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated.

**Review** – public bodies must have regard to the aims of the Equality Duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The Equality Duty is a continuing duty

Completing this assessment will help us demonstrate compliance with the Equality Duty

**Please use a minimum 12 pt font size.** This assessment must be signed off by the relevant director and will be made publicly available on our website.