

**Appendix (3)**  
**Equality Impact Assessment Form**



<b>Directorate: Transformation and Resources</b>	<b>Service: Human Resources and Organisational Development</b>
<b>Completed by: S Lewis</b>	<b>Date: 040820</b>
<b>Subject Title: People Strategy 2020-2023</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	Yes <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	The purpose of the People Strategy 2020-2023 is to provide a framework for applying People management practices to achieve successful services outcomes in line with The Council's corporate priorities. It deals with the practicalities of what needs to change, managing those changes and establishing what needs to stay the same to deliver corporate goals, from a Human Resources perspective.
<i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i>	
<i>If you answered <b>No</b> to all the above please complete Section 2</i>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to Section 3</i>	
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on	

<p>these three groups:  <i>You do not need to complete the rest of this form.</i></p>	
<p><b>3. EVIDENCE COLLECTION</b></p>	
<p>Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?</p>	<p>The strategy has an impact on the entire Council workforce and as such has an impact on all protected characteristics, as the Council's workforce comprises of all the protected characteristics.</p> <p>A knowledge of the existing workforce profile and equality policies within the Council that are applied to the workforce, including the Recruitment and Selection Policy, Equality in Employment Policy and all other related employment policies, including a recent Equal Pay Audit have been used to assess the impact of the strategy and workforce plan on staff.</p>
<p>If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?</p>	<p>See Above.</p>
<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <p>Age  Gender  Disability  Race and Culture  Sexual Orientation  Religion or Belief  Gender Reassignment  Marriage and Civil Partnership  Pregnancy and Maternity</p>	<p style="text-align: right;"><i>*delete as appropriate</i></p> <p>Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes</p>
<p><b>4. DATA ANALYSIS</b></p>	
<p>In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?</p>	<p>The strategy has an impact on the entire Council workforce and as such has an impact on all protected characteristics.</p>
<p>What will the impact of the work being carried out be on usage/the stakeholders?</p>	<p>The People Strategy ppriorities ensure the Council aims to continue to be an organisation that:  Embed a one council mind-set through cultural transformation;</p>

	<p>Become a coaching and learning organisation; Trust and empower our staff and celebrate excellence; Be the employer of choice in West Lancashire</p> <p>Consequently, any altered impacts in these areas are envisaged to be positive for the stakeholders and the Council.</p>
<p>What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?</p>	<p>The Council engages with the local Trade Unions on all aspects of amendments or changes to HR policy or practice. The People Strategy has also been subject to these Trade Union considerations and any comments or issues raised by the Trades Unions have been incorporated into the strategy document.</p> <p>In addition, HR professional journals and professional advisory bodies are accessed to ensure that best practice examples and models are used.</p>
<p>What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?</p>	<p>Census Data Profile information available on the Council's website Workforce Profile Equality Policies within the Council Equal Pay Audit Trade union consultation</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>N/A</p>
<p><b>5. IMPACT OF DECISIONS</b></p>	
<p>In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?</p>	<p>The decision to agree the People Strategy with its' action plan will impact positively on the stakeholders and not have any adverse effect on any particular Protected Characteristic.</p>
<p><b>6. CONSIDERING THE IMPACT</b></p>	
<p>If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).</p>	<p>See above in 5.</p>

<p>What actions do you plan to take to address any other issues above?</p>	<p>No further actions on equality impact need to be taken.</p>
<p><b>7. MONITORING AND REVIEWING</b></p>	
<p>When will this assessment be reviewed and who will review it?</p>	<p>The People Strategy plan will be reviewed annually. At that stage, the EIA will also be reviewed to ensure there has been no change to the assessed impact on any protected characteristic group.</p>