

EQUALITY IMPACT ASSESSMENT - WORKFORCE

Street Scene and Waste Services Policy



STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?

The Plan for Modernisation of Waste and Street Services was approved by Cabinet on 8 November 2016 contained within the plan was the creation of a Street Scene and Waste Services policy to underpin the modernisation of Waste and Street Services a Policy has been created.

To support a collaborative approach, the policy sets out clearly that the Council's Street Scene and Waste teams will follow – and crucially – the support the expectation from the citizens of the City.

The creation Street Scene and Waste Services Policy has taken account of detailed analysis and engagement including:

- Review of feedback from customers made via Firmstep, with 567 responses in the last 12 months reviewed
- Review of the responses to relevant questions in the 'Time for Big Decisions' Consultation questionnaire which was completed in September 2016.
- Review of previous drafts of Waste policies in Plymouth
- Review of Policies in other local authorities in our CIPFA family group and authorities deemed to excel at engagement on waste issues.
- WRAP (Waste Reduction and Participation) national best practice guidance – the 'Waste Commitment'
- Series of workshops with Service Team Leaders, Staff focus groups and regular reviews of drafts by Team Leaders and Managers
- Input and reviews from Legal Services and Public Protection services to ensure a policy would be sufficiently robust against which to take enforcement decisions.
- Series of 7 Ward Councillor drop-ins in November/December to capture key issues which would need to be addressed within the policy.

	<ul style="list-style-type: none"> • Regular updates and amendments made with Portfolio Holder. • Discussion at Shadow Portfolio Holder meetings. • Update at Labour group meeting on progress and development of the policy. • Reviewed by CMT
Responsible Officer	Lou Hayward
Department and service	Waste Services and Street Services – Street Cleansing and Grounds
Date of assessment	8/3/2017

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible												
Age	<p>September 2016 Establishment data below specifies that the departmental splits within age groups.</p> <table> <tr> <td>Teenager</td> <td>2</td> </tr> <tr> <td>20 to 29</td> <td>28</td> </tr> <tr> <td>30 to 39</td> <td>48</td> </tr> <tr> <td>40 to 49</td> <td>90</td> </tr> <tr> <td>50 to 59</td> <td>102</td> </tr> <tr> <td>60 and over</td> <td>60</td> </tr> </table>	Teenager	2	20 to 29	28	30 to 39	48	40 to 49	90	50 to 59	102	60 and over	60	<p>Slightly longer working days.</p> <p>Employees of all ages will continue to be assessed for their needs via the management team. Flexible working requests and purchase of additional annual leave remain as options to ensure staff can achieve</p>	<p>Staff have requested condensed hours therefore there is a greater recovery time with a 3 day and a 4 day break between shifts. There will be no change as a 4 day working pattern remain embedded in the policy.</p>	<p>Responsibility lies with the Team Leaders to individually access requests for annual leave and flexible working</p>
Teenager	2															
20 to 29	28															
30 to 39	48															
40 to 49	90															
50 to 59	102															
60 and over	60															

		good work life balance.												
Disability	September 2016 Establishment data specifies that the department has 12 employees who have declared themselves as disabled. This equates to 4.15% of employees. Total number of employees 289	<p>Employees with disabilities will continue to have their needs assessed for their support needs by the management team.</p> <p>New starters with a disability will have an assessment to identify support needs</p>	<p>Team leaders will ensure that needs of the employee through their regular performance reviews.</p> <p>When changes are made to working practices these needs will be considered</p>	Team Leaders and employee. Monthly performance reviews and new starters inductions.										
Faith/religion or belief	<p>September 2016 Establishment data below specifies that the departmental allocation of faiths. This equates to 11% of employees registering their faith with PCC.</p> <table border="0"> <tr> <td>Christian</td> <td>29</td> </tr> <tr> <td>None</td> <td>27</td> </tr> <tr> <td>Other</td> <td>1</td> </tr> <tr> <td>Prefer not to say</td> <td>3</td> </tr> <tr> <td>Did not respond</td> <td>250</td> </tr> </table>	Christian	29	None	27	Other	1	Prefer not to say	3	Did not respond	250	<p>Support needs relating to faith will be identified as part of the new starter induction process.</p> <p>Employees whose needs change can raise this with their team leader and appropriate support put in place</p>	<p>Team leaders will ensure that needs of the employee through their regular performance reviews.</p> <p>When changes are made to working practices these needs will be considered</p>	Team Leaders and employee. Monthly performance reviews and new starters inductions.
Christian	29													
None	27													
Other	1													
Prefer not to say	3													
Did not respond	250													
Gender - including marriage,	September 2016 Establishment data below specifies that the departmental splits within gender groups.	Longer days may have impact on childcare	Consideration will be taken alongside HR guidelines to	Responsibility lies with the Team Leaders to										

pregnancy and maternity	<table border="0"> <tr><td>Male</td><td>226</td></tr> <tr><td>Female</td><td>23</td></tr> <tr><td>Single</td><td>48</td></tr> <tr><td>Cohabiting</td><td>19</td></tr> <tr><td>Married</td><td>22</td></tr> <tr><td>Not Specified</td><td>2</td></tr> <tr><td>Civil Partnership</td><td>2</td></tr> <tr><td>Divorced</td><td>4</td></tr> <tr><td>Separated</td><td>3</td></tr> <tr><td>Widow</td><td>1</td></tr> </table>	Male	226	Female	23	Single	48	Cohabiting	19	Married	22	Not Specified	2	Civil Partnership	2	Divorced	4	Separated	3	Widow	1	arrangements for both male and female members of staff	support the need for flexible working where requests are made	individually access requests for flexible working
Male	226																							
Female	23																							
Single	48																							
Cohabiting	19																							
Married	22																							
Not Specified	2																							
Civil Partnership	2																							
Divorced	4																							
Separated	3																							
Widow	1																							
Gender reassignment	September 2016 Establishment data details that the department have no employees who have declared themselves as undergoing or have undergone gender reassignment.	Employees of all genders will continue to be supported through PCC guidance and policies.	Team leaders will ensure that needs of the employee through their regular performance reviews. When changes are made to working practices these needs will be considered	Team Leaders and employee. Monthly performance reviews and new starters inductions.																				
Race	<p>September 2016 Establishment data below specifies that the departmental allocation of race. This equates to 59% of employees registering their race with PCC.</p> <table border="0"> <tr><td>White British</td><td>197</td></tr> <tr><td>Not Declared</td><td>1</td></tr> <tr><td>Any other White background</td><td>5</td></tr> </table>	White British	197	Not Declared	1	Any other White background	5	Employees of all races and ethnicities will continue to be supported	Team leaders will ensure that needs of the employee through their regular performance reviews.	Team Leaders and employee. Monthly performance reviews and new starters inductions.														
White British	197																							
Not Declared	1																							
Any other White background	5																							

	<p>Any other ethnic background 0</p> <p>White - Irish 1</p> <p>Black or British - African 1</p> <p>Black or Black British - Caribbean 1</p> <p>Did not respond 124</p>			
Sexual orientation - including civil partnership	<p>September 2016 Establishment data shows that employees have declared the following information on their sexual orientation.</p> <p>Declined to specify 2</p> <p>Gay 1</p> <p>Lesbian 1</p> <p>Heterosexual 4</p> <p>Did not respond 322</p>	Employees of any sexual orientation will continue to be supported	Team leaders will ensure that needs of the employee through their regular performance reviews.	Team Leaders and employee. Monthly performance reviews and new starters inductions.

STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Reduce the inequality gap, particularly in health between communities.	The workforce will benefit from a service where all role profiles have been graded fairly and are appropriate to the work load undertaken. Workloads have been balanced fairly across the workforce	Senior management is responsible for the availability of recreational facilities for all age groups and spread evenly across the city. This will be reviewed
Good relations between different communities (community cohesion)	We will embed a supportive and inclusive working environment.	Senior Management and team leaders will be responsible for embedding a supportive and inclusive working environment

Human rights Please refer to guidance	In order to protect individual human rights, the policy will inform how services will continue to be delivered in a way that respects an employee's and dignity and enables them to decide how things get done.	All staff members are responsible for on-going support to Human Rights
Principles of fairness Please refer to guidance	In order to protect the principles of fairness, the policy informs how services will continue to be provided in a way that ensures all employees are requested to carry out duties in a fair and consistent manner.	Senior Management and Team Leaders will be responsible for ensuring fairness is protected throughout the department in conjunction with HR.

STAGE 4: PUBLICATION

Responsible Officer Lou Hayward

Date

Assistant Director