

EQUALITY IMPACT ASSESSMENT

Portfolio Transformation



STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

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

Back Office Services

This report this EIA accompanies recommends to Cabinet a shared services strategy for back office services based on a strategic outline business case. The following options have been considered and are rejected as a result of the approval of the recommendations made in this report:

- Services to remain in house
- Transfer services into joint venture with a private sector partner
- Transfer services into an outsourced operation with a private sector operator
- Transfer services to a public sector provider of shared services (Delt)

The recommendation is that Delt is adopted as the default vehicle for delivery of back office services for the Council. Procurement and Payroll services are recommended as the first 2 services to migrate to Delt.

Transfers of service are being considered over 3 tranches. Tranche one would be aimed for during 2017 and would consist of “pilot” services considered to have well defined service specifications. These services might be transferred on the basis of secondment initially in order to prove the concept, with TUPE subsequently implemented when Delt is ready and PCC are comfortable with the results of the pilot. At this stage 2 services are being considered in this tranche – Payroll/Pensions and Procurement.

The potential impacts from the subsequent transfer of service cannot be fully identified at this stage. Cases will be advanced to describe the transition of services over the course of the next 18 months to 2 years. Each service will have its own case for change and these will be subject to Equality Impact Assessment as they are made. As cases are developed we will continue to improve our understanding of customers’ needs through our customer insight functions and processes and seek to maintain our existing good practices, e.g.:-

- Our policy of digital by preference to meet the needs of older people with less well developed ICT skills;
- Providing customer services from buildings which provide a high standard of access for

	<p>disabled people.</p> <ul style="list-style-type: none"> Ensuring the availability of simple service interactions 24 / 7 enabling customers to access and request services at times and locations convenient to their needs e.g. at times around religious events or commitments. Provision and availability of facilities e.g. baby change/breast feeding in 1st stop shop location on ground floor. <p>The report sets out the services allocated to each tranche for consideration to transfer at Appendix 3. It is proposed that the governance for the development of proposals for services to transfer would sit with the Transforming the Corporate Centre Programme (TCC), and the final decision on transfer of services would be recommended by CMT to Cabinet.</p> <p>Where any changes to structures or service delivery arrangements lead to redundancies, we will ensure that staff are not unfairly selected for redundancy e.g. on bases of them having a particular protected characteristic within the Equality Act 2010.</p>
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Department and service	Policy and Intelligence Team, Chief Executives Dept.
Date of assessment	02/06/17

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible																		
Age	<p>Workforce</p> <table border="1"> <thead> <tr> <th>Age</th> <th>Count</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>16-20</td> <td>11</td> <td>3%</td> </tr> <tr> <td>21 - 30</td> <td>45</td> <td>14%</td> </tr> <tr> <td>31- 40</td> <td>65</td> <td>20%</td> </tr> <tr> <td>41-50</td> <td>110</td> <td>34%</td> </tr> <tr> <td>51-60</td> <td>83</td> <td>25%</td> </tr> </tbody> </table>	Age	Count	%	16-20	11	3%	21 - 30	45	14%	31- 40	65	20%	41-50	110	34%	51-60	83	25%	<p>There could be impacts from the transfer of staff on pensions arrangements and our commitment to apprentice programme.</p> <p>No adverse impacts on the community are anticipated from the</p>	<p>The Transfer of Undertaking's and Protection of Employment Regulations will apply and this will require that a similar pensions arrangement is put in place.</p>	<p>TCC programme lead 2017 – 19.</p>
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<p>Disability</p>	<p>Workforce</p> <table border="1"> <thead> <tr> <th>Disability Status</th> <th>Count</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Disabled</td> <td>20</td> <td>5%</td> </tr> <tr> <td>Not disabled</td> <td>156</td> <td>40%</td> </tr> <tr> <td>Declined to specify</td> <td>4</td> <td>1%</td> </tr> <tr> <td>Not recorded</td> <td>204</td> <td>53%</td> </tr> <tr> <td>Not known</td> <td>3</td> <td>1%</td> </tr> </tbody> </table>	Disability Status	Count	%	Disabled	20	5%	Not disabled	156	40%	Declined to specify	4	1%	Not recorded	204	53%	Not known	3	1%		<p>Recording of workforce personal data around the characteristic is low.</p> <p>Any new office base will need to be accessible to meet the needs of disabled staff.</p> <p>No adverse impacts on the community are anticipated from the</p>	<p>The low recording rate is reflected in wider corporate data. This is being addressed through a separate workforce wide programme led by our HR department.</p> <p>At present it is not envisaged that staff will transfer to</p>	<p>TCC programme lead/HR 2017 – 19.</p>
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	<p>Community A total of 31,164 people (from 28.5 per cent of households) declared themselves as having a long-term health problem or disability (national figure 25.7 per cent of households), compared with the total number of people with disabilities in UK (11,600,000). 10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability. 1,297 adults registered with a GP in Plymouth have some form of learning disability (2013/14). Plymouth schools report that of every 1,000 children 17.5 have a learning difficulty.</p>	<p>specific proposals in the report.</p>	<p>different premises, staff access needs will be considered as cases are developed.</p>																									
<p>Faith/religion or belief</p>	<p>Workforce</p> <table border="1" data-bbox="465 683 947 1187"> <thead> <tr> <th>Faith</th> <th>Count</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Buddhist</td> <td>4</td> <td>1%</td> </tr> <tr> <td>Christian</td> <td>104</td> <td>27%</td> </tr> <tr> <td>None</td> <td>91</td> <td>24%</td> </tr> <tr> <td>Other</td> <td>4</td> <td>1%</td> </tr> <tr> <td>Prefer not to say</td> <td>5</td> <td>1%</td> </tr> <tr> <td>Not known</td> <td>14</td> <td>4%</td> </tr> <tr> <td></td> <td>79</td> <td>6%</td> </tr> </tbody> </table> <p>Community 84,326 (32.9 per cent) of the Plymouth population stated they had no religion. Those with a Hindu, Buddhist, Jewish or Sikh religion combined totalled less than 1 per cent. Christianity: 148,917 people (58.1 per cent), decreased from 73.6 per cent since 2001.</p>	Faith	Count	%	Buddhist	4	1%	Christian	104	27%	None	91	24%	Other	4	1%	Prefer not to say	5	1%	Not known	14	4%		79	6%	<p>Recording of workforce personal data around the characteristic is low. No adverse impacts on our workforce or the community are anticipated from the specific proposals in the report.</p>	<p>The low recording rate is reflected by wider corporate data. This being addressed through a separate workforce wide programme led by our HR department.</p>	<p>HR 2017 – 19.</p>
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	<p>cent), doubled from 0.4 per cent since 2001. Buddhism: 881 people (0.3 per cent), increased from 0.2 per cent since 2001. Hinduism: 567 people (0.2 per cent) described their religion as Hindu, increased from 0.1 per cent since 2001. Judaism: 168 people (0.1 per cent), decreased from 181 people since 2001. Sikhism: 89 people (less than 0.1 per cent), increased from 56 people since 2001. 0.5 per cent of the population had a current religion that was not Christianity, Islam, Buddhism, Hinduism, Judaism or Sikh, such as Paganism or Spiritualism.</p>												
<p>Gender - including marriage, pregnancy and maternity</p>	<p>Workforce</p> <table border="1" data-bbox="465 667 1039 791"> <thead> <tr> <th>Gender</th> <th>Count</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>266</td> <td>69%</td> </tr> <tr> <td>Male</td> <td>121</td> <td>31%</td> </tr> </tbody> </table> <p>Community Overall 50.6 per cent of our population are women and 49.4 per cent are men: this reflects the national figure of 50.8 per cent women and 49.2 per cent men. There were 3280 births in 2011. Birthrate trends have been on the increase since 2001, but since 2010 the number of births has stabilised.</p>	Gender	Count	%	Female	266	69%	Male	121	31%	<p>There is potential for an adverse impact arising from changed terms and conditions. Given the high proportion of female staff this is particularly the case around maternity and flexible working arrangements.</p> <p>No impacts on the community are anticipated from the specific proposals in the report.</p>	<p>Delt have indicated they will offer enhanced maternity arrangements, however this may be offset by a reduction in flexi time allowance and longer working week.</p> <p>TUPE will apply and this will mean that changes to staff terms and conditions will be subject to negotiation with Trade Unions.</p>	<p>TCC programme lead/HR 2017 – 19.</p>
Gender	Count	%											
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<p>Gender reassignment</p>	<p>We do not collect workforce data on Gender Reassignment.</p> <p>Community Recent surveys have put the prevalence of transgender</p>	<p>PCC has specific HR policies in relation to transitioning staff.</p> <p>No adverse impacts on</p>	<p>TUPE will apply and this will mean that changes to staff terms and conditions will be subject to</p>	<p>TCC programme lead/HR 2017 – 19.</p>									

	<p>people between 0.5 and 1% of population (some very recent reports have upped this to 2%). Over the last 8 years the prevalence of transgendered people in the UK has been increasing at an average rate of 20%+ per annum in adults and 50% for children. In 2015 there was a 100% increase in referrals to the Gender Identity Development Service at the Tavistock & Portman Institute.</p>	<p>the community are anticipated from the specific proposals in the report.</p>	<p>negotiation with Trade Unions.</p>																																					
<p>Race</p>	<p>Workforce</p> <table border="1" data-bbox="465 483 1137 1177"> <thead> <tr> <th>Race</th> <th>Count</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Any other Asian Background</td> <td>1</td> <td>0%</td> </tr> <tr> <td>Any other Ethnic background</td> <td>1</td> <td>0%</td> </tr> <tr> <td>Any other White background</td> <td>7</td> <td>2%</td> </tr> <tr> <td>Black British - African</td> <td>1</td> <td>0%</td> </tr> <tr> <td>Black British - Caribbean</td> <td>2</td> <td>1%</td> </tr> <tr> <td>Chinese</td> <td>2</td> <td>1%</td> </tr> <tr> <td>Mixed White and Asian</td> <td>1</td> <td>0%</td> </tr> <tr> <td>Not declared</td> <td>10</td> <td>3%</td> </tr> <tr> <td>White British</td> <td>338</td> <td>87%</td> </tr> <tr> <td>White Irish</td> <td>1</td> <td>0%</td> </tr> <tr> <td>Blanks</td> <td>23</td> <td>6%</td> </tr> </tbody> </table> <p>Community 92.9 per cent of Plymouth's population identify themselves as White British. 7.1 per cent identify themselves as Black and Minority Ethnic (BME) with White Other (2.7 per cent), Chinese (0.5 per cent) and Other Asian (0.5 per cent) the most common ethnic groups.</p>	Race	Count	%	Any other Asian Background	1	0%	Any other Ethnic background	1	0%	Any other White background	7	2%	Black British - African	1	0%	Black British - Caribbean	2	1%	Chinese	2	1%	Mixed White and Asian	1	0%	Not declared	10	3%	White British	338	87%	White Irish	1	0%	Blanks	23	6%	<p>No adverse impacts on our workforce or the community are anticipated from the specific proposals in the report.</p> <p>Some BME communities may be attracted to a career with Delt who would not normally consider a public sector career and this may help to address the current under-representation of these communities in our workforce.</p>	<p>N/A</p>	
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	<p>Our recorded BME population rose from 3 per cent in 2001 to 6.7 per cent in 2011, and therefore has more than doubled since the 2001 census.</p> <p>Recent census data suggests we have at least 43 main languages spoken in the city, showing Polish, Chinese and Kurdish as the top three.</p>												
Sexual orientation - including civil partnership	<p>Workforce</p> <table border="1"> <thead> <tr> <th>Sexual Orientation</th> <th>Count</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Heterosexual</td> <td>3</td> <td>1%</td> </tr> <tr> <td>Blanks</td> <td>384</td> <td>99%</td> </tr> </tbody> </table> <p>Community</p> <p>There is no precise local data on numbers of Lesbian, Gay and Bi-sexual (LGB) people in Plymouth, but nationally the government have estimated this to be between 5 - 7 per cent and Stonewall agree with this estimation given in 2005. This would mean that for Plymouth the figure is approximately 12,500 to 17,500 people aged over 16 in Plymouth are LGB. There are 464 people in a registered Same-Sex Civil Partnership.</p>	Sexual Orientation	Count	%	Heterosexual	3	1%	Blanks	384	99%	<p>Recording of personal data around the characteristic is very low.</p> <p>No adverse impacts on our workforce or the community are anticipated from the specific proposals in the report.</p>	<p>We have only recently begun to capture this data.</p>	<p>HR 2017 – 19.</p>
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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
<p>Reduce the gap in average hourly pay between men and women by 2020.</p>	<p>Currently Plymouth City Council has set an Equality Objective to reduce the Gender Pay Gap that runs up until 2020. Delt is an accredited Living Wage employer. The Living Wage commitment will see everyone working at Delt, regardless of whether they are permanent employees or third-party contractors; receive a minimum hourly wage of £8.25. This will assist in ensuring Gender Pay parity in the workforce.</p>	<p>N/A</p>
<p>Increase the number of hate crime incidents reported and</p>	<p>Currently Plymouth City Council has an Equality Objective to increase hate crime reporting that runs up until 2020. We will seek to agree</p>	<p>TCC</p>

maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	with Delt that they cooperate in practical ways to ensure we are assisted to meet our target.	
Good relations between different communities (community cohesion)	Unemployment is recognised as a key driver of poor community cohesion. These proposals will retain jobs in the local community and may therefore be expected to make a positive contribution to Community Cohesion.	N/A
Human rights Please refer to guidance	None in relation to first tranche of transfers.	N/A

STAGE 4: PUBLICATION

Responsible Officer

Date

Director, Assistant Director or Head of Service