

Project Romulus

Equality Analysis

Document Control

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Equality Analysis

SCOPE OF PROPOSAL

The purpose of this Equality Analysis is to assess the impact of staff identified in scope for sharing services between the London Borough of Havering (LBH) and the London Borough of Newham (LBN), as part of the Romulus Programme.

It provides an assessment of 4 out of the 9 Protected Characteristics, and identifies areas where there are potential areas of risk.

PEOPLE AFFECTED

The services that are likely to be affected by the activity are listed below:

- Finance
- Human Resources
- Payroll
- ICT
- Council Tax, Benefits and NNDR
- Legal
- Democratic Services
- Procurement
- PMO and Business Improvement (LBN)
- Property, Asset Management and Facilities
- Health and Safety
- Audit, Insurance and Risk
- Transport (LBN)

The protected characteristics that have been considered as being of High relevance for the purposes of this EA are: age, disability, race and sex. The remaining protected characteristics have been considered as being of Medium relevance but haven't been fully assessed in the EA due to lack of reliable data.

Protected characteristic	Assessment of relevance High, Medium, Low	Provide evidence
Class or socio-economic disadvantage	Medium	Not provided in this EA
Age	High	Evidence below
Disability	High	Evidence below
Pregnancy and maternity	Medium	Not provided in this EA
Race	High	Evidence below
Religion / belief	Medium	Not provided in this EA
Sex	High	Evidence below
Sexual orientation	Medium	Not provided in this EA
Transgender	Medium	Not provided in this EA

Creating the Shared Service model will ultimately change the way the two Councils operate and the dynamics of the staff structures will continue to evolve over a period of months/years. There will be a continual need to update and review the EA as the project evolves, with the main emphasis being on maintaining high quality and efficient services reflective of customers' needs, while addressing duplication between the two Councils to increase efficiency and to make cost savings where applicable.

STAFF

Provided below is the diversity profile data available for staff included in the scope of Romulus. Breakdowns are currently available on age, gender, race and disability.

Partial information is available for the remaining protected characteristics of gender reassignment, marriage, pregnancy or maternity, religion or belief or sexual orientation. The current EA is therefore unable to fully assess the impact on staff with those protected characteristics.

The organisation profile data referred to below is listed only for those staff included in scope of and affected by Romulus.

Havering Council

The number of employees in post, that are identified as in scope are: **572**

Newham Council

The number of employees in post, that are identified as in scope are: **788**

Combined Councils

Total number of staff affected: **1360**

At this stage of the Full Business Case, new structures have not been identified, therefore, the information contained in this EA is for all staff in posts within Scope and identified as potentially 'at risk' at some future stage. It is not possible to break the information down any further.

Further analysis will be done when new structures are proposed and consultation commences.

Age

By far the largest employee age group in both Councils that will be affected is **45 to 54** years of age. There are relatively few employees in the **18 to 24** age group, and the **65 to 69** age group. However, the latter group may grow in numbers, following the abolition of the default retirement age as may the impact, particularly for Havering which has an aging population and workforce.

Age Range	Havering Council		Newham Council		Combined Councils	
	No of Employees	% of Employees	No of Employees	% of Employees	No of Employees	% of Employees
Under 18	2	0.36	3	0.38	5	0.37
18-24	16	2.79	40	5.08	56	4.12
25-34	92	16.08	170	21.57	262	19.26
35-44	106	18.53	151	19.16	257	18.90
45-54	179	31.29	301	38.20	480	35.29
55-64	152	26.58	118	14.97	270	19.85
>=65	20	3.50	5	0.64	25	1.84
70 and over	5	0.87	0	0	5	0.37
Grand Total	572	100	788	100	1360	100

We will be monitoring the changes in the workforce age profile on a regular basis so as to be able to plan ahead and mitigate against any disproportionate affect on any age group.

By way of mitigation against any disproportionate impact implementation of the Shared Back Office will be managed in accordance with each Council's agreed Change Management procedures, which take full account of equalities legislation and best practice in employment.

Disability

The information below shows that Havering has a significantly higher number of staff who have **not** declared their disability status. It is possible that figures may not be fully reflective of the real picture due to underreporting because staff may not be aware that their illnesses or health conditions are considered to be a disability according to the Equality Act 2010. This will be an issue that we raise with staff as part of future employee monitoring. and workforce data collection..

Disability	Havering Council		Newham Council		Combined Councils	
	No of Employees	% of Employees	No of Employees	% of Employees	No of Employees	% of Employees
Yes	31	5.42	64	8.12	95	6.99
No	149	26.04	724	91.88	873	64.19
Not Declared	392	68.54	0	0	392	28.82
Grand Total	572	100	788	100	1360	100

By way of mitigation against any disproportionate impact, the implementation of the Shared Back Office will be managed in accordance with each Council's agreed Change Management procedures, which take full account of equalities legislation and best practice in employment and in particular the impact on people with disabilities through reasonable adjustments.

Gender

Both Councils have a predominately female workforce and the figures below reflect the general demographics of the workforce, with both Councils having a higher proportion of female workers identified as potentially 'at risk' within scope.

Gender Organisation Profile	Havering Council		Newham Council		Combined Councils	
	No of Employees	% of Employees	No of Employees	% of Employees	No of Employees	% of Employees
Female	321	56.12	454	57.61	775	56.98
Male	251	43.88	334	42.39	585	43.02
Grand Total	572	100	788	100	1360	100

Again, further analysis will need to be done once new structures have been identified, and we will be mindful during implementation stages of any specific needs of the female workforce.

By way of mitigation against any disproportionate impact, the implementation of the Shared Back Office will be managed in accordance with each Council's agreed Change Management procedures, which take full account of equalities legislation and best practice in employment.

Ethnicity

The ethnic profile of the two Councils is quite different and is reflective of the wider community profile in the two boroughs. While Havering Council has a predominately White workforce with over 86% of employees categorising themselves as either White or White British, in Newham Council, the workforce is more diverse and the percentage of White or White British workforce is just over 42%.

Gender Organisation Profile	Havering Council		Newham Council		Combined Councils	
	No of Employees	% of Employees	No of Employees	% of Employees	No of Employees	% of Employees
African	13	2.27	93	11.80	106	7.80
Asian	3	0.52	28	3.55	31	2.28
Black	6	5.82	1	0.12	7	0.51
Other Ethnic	0	0	4	0.53	4	0.29
Mixed	2	0.35	4	0.53	6	0.44
White	11	1.92	19	2.41	30	2.21
White British	483	84.44	317	40.23	800	58.82
Bangladeshi	1	0.17	42	5.33	43	3.16
Caribbean	9	1.57	110	13.96	119	8.75
Chinese	1	0.17	4	0.53	5	0.37
Indian	12	2.10	88	11.17	100	7.35
Irish	5	0.87	14	1.78	19	1.40
Pakistani	2	0.35	34	4.31	36	2.65

White & Asian	2	0.35	5	0.64	7	0.51
White & Black African	1	0.17	2	0.25	3	0.22
White & Black Caribbean	1	0.17	7	0.88	8	0.59
Prefer not to Say	0	0	13	1.65	13	0.96
Unknown	20	3.49	3	0.38	23	1.69
Grand Total	572	100	788	100	1360	100

While the differences in the Boroughs' community and workforce ethnic profiles is not seen as a barrier, a more in-depth analysis will need to be undertaken by each of the Councils when the new structures are proposed.

By way of mitigation against any disproportionate impact, the implementation of the Shared Back Office will be managed in accordance with each Council's agreed Change Management procedures, which take full account of equalities legislation and best practice in employment.

As part of implementation work will be undertaken to identify any potential organisational practices or cultural differences that could present a challenge to the effective implementation of the shared back office.

Conclusion

At the time of drafting this EA, no proposed structures or restructures have been proposed.

Further analysis can only be undertaken when the proposed structures have been identified.

As the project progresses and structures are developed, it will be easier to identify the risks and to see if any particular protected characteristics are disproportionately affected. It is also recognised that separate EAs might need to be produced for each Council to fully and thoroughly assess the impact on their workforce and communities.

An Action Plan and an assessment of the impact on the workforce and communities of each Borough and desired equality outcomes, including issues and recommendations will be produced when the EA is reviewed at the point when the new structures are proposed.

It should be noted that the implementation of the Shared Back Office will be managed in accordance with each Council's agreed Change Management procedures, which take full account of equalities legislation and best practice in employment. In addition, employees will retain their current terms and conditions which include all procedures and entitlements as they relate to their employment contract.