

MID SUSSEX DISTRICT COUNCIL

Equality Impact Assessment

Title of Policy/Service/Contract: Staff Monitoring / HR

Division: Finance, HR & ICT

Lead Officer: Tim Martland

Date Assessment Completed: 1st December 2013

1. SCOPING

1.1 What are the aims of the policy, service/service change or contract?

Under the Equality Act 2010, the Council is required to publish workforce monitoring information. This includes information about ethnicity, disability, age, sex, sexual orientation and religion or belief. The purpose is:

1. To ensure the Council has on record the equality status of all contracted employees.
2. To measure this information on a regular basis, act upon it if required and regularly refresh it via a questionnaire.

1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)? All contracted staff.

1.3 What equality information is available, including any evidence from engagement and analysis of use of services?

The Council's Workforce Monitoring Data includes staff monitoring information on all contracted staff by ethnicity, disability, age, sex, sexuality and religion or belief.

1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?

The Council's Workforce Monitoring Statistics for 2012/13 confirms that out of 326 members of staff, 294 are of white background, 13 are of BME background and 19 do not specify their ethnicity.

16 out of 326 (4.9%) have declared they have a disability.

Out of 326 members of staff, 3 are below the age of 21, 29 are aged between 21 – 29, 77 are aged between 30 – 39, 115 are aged between 40 – 49, 80 are aged between 50 – 59, and 22 are aged above 60.

The gender pay gap is 8.8%. As at 31st March 2013, 243 staff are full time and 83 are part time. 90% of part staff are female and they make up 53% of the full time staff.

1.5 Are contractors or partnerships used to deliver the service? Y/N

Please note that the HR Service does not use contractors, therefore it is not applicable to complete this section.

2. Assessment of Impact; Analysis and Action Planning

Any gaps in information or provision, opportunities to promote equalities and good relations identified above need to be translated into SMART actions and recorded here. These actions need to be delivered and monitored through the service planning process.

Opportunity to promote equality, good relations and/or address barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of different ethnic groups including white minorities, but also established white communities.				
<p>Monitoring the composition of our workforce helps to ensure that it is balanced and recognises the makeup of the Mid Sussex community.</p> <p>It also helps to ensure there are no ethnicity based issues with pay gaps, recruitment, training and disciplinary issues.</p> <p>There should be no barriers or differential impact.</p>	<p>Ongoing recording and monitoring of staff information.</p> <p>Ongoing reassessment and implementation of the questionnaire on 'MyView' staff portal.</p> <p>Ongoing completion of questionnaire by all new employees to the Council.</p>	<p>We need to ensure that all staff record and pass on their information, as there are some gaps currently, and therefore the denominator is lowered.</p> <p>Will review the questionnaire and implement on 'MyView' staff portal, urging all staff to complete again – by Summer 2015 (i.e. every 3 years).</p> <p>Publish ethnicity information (including an analysis of leavers i.e. those who have left the Council's employment) in Workforce Monitoring Report 2012/13 in December 2013.</p>	<p>Tim Martland</p>	<p>By the number of staff providing the requested information.</p> <p>Changes to staff monitoring patterns will be assessed through the Workforce Monitoring Report information and any issues identified.</p>
The needs of men and women. Including taking account of pregnancy and maternity.				
<p>Monitoring to ensure that there are no staff issues with pregnancy and maternity arrangements.</p>	<p>Ongoing recording and monitoring of staff information.</p> <p>Ongoing recording and monitoring of those taking maternity/paternity leave and any related issues.</p>	<p>Include pregnancy and maternity information (e.g. return to work of women on maternity leave) in Workforce Monitoring Report 2012/13 in December 2013.</p>	<p>Tim Martland</p>	<p>As above.</p>
The needs of disabled people.				
<p>Monitoring the composition of our workforce helps to ensure that it is balanced and recognises the makeup of the Mid Sussex community.</p> <p>It also helps to ensure there are no</p>	<p>Ongoing recording and monitoring of staff information.</p> <p>Ongoing reassessment and implementation of the questionnaire on 'MyView' staff</p>	<p>We need to ensure that all staff record and pass on their information, as there are some gaps currently, and therefore the denominator is lowered.</p>	<p>Tim Martland</p>	<p>As above.</p>

<p>disability based issues with pay gaps, recruitment, training and disciplinary issues.</p> <p>There should be no barriers or differential impact.</p>	<p>portal.</p> <p>Ongoing completion of questionnaire by all new employees to the Council.</p>	<p>Will review the questionnaire and implement on 'MyView' staff portal, urging all staff to complete again – by Summer 2015 (i.e. every 3 years).</p> <p>Publish disability information (including an analysis of leavers i.e. those who have left the Council's employment) in Workforce Monitoring Report 2012/13 in December 2013.</p>		
<p>The needs of people with a religion or belief.</p>				
<p>Monitoring the composition of our workforce helps to ensure that it is balanced and recognises the makeup of the Mid Sussex community.</p> <p>It also helps to ensure there are no staff issues around religion or belief.</p> <p>There should be no barriers or differential impact.</p>	<p>Ongoing reassessment and implementation of the questionnaire on 'MyView' staff portal.</p> <p>Ongoing completion of questionnaire by all new employees to the Council.</p>	<p>We need to ensure that all staff record and pass on their information, as there are some gaps currently, and therefore the denominator is lowered.</p> <p>Will review the questionnaire and implement on 'MyView' staff portal, urging all staff to complete again – by Summer 2015 (i.e. every 3 years).</p> <p>Publish religion or belief information in Workforce Monitoring Report 2012/13 in December 2013.</p>	<p>Tim Martland</p>	<p>As above.</p>

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of gay men, lesbians, bisexuals and heterosexual people.				
<p>Monitoring the composition of our workforce helps to ensure that it is balanced and recognises the makeup of the Mid Sussex community.</p> <p>It also helps to ensure there are no staff issues around sexual orientation.</p> <p>There should be no barriers or differential impact.</p>	<p>Ongoing reassessment and implementation of the questionnaire on 'MyView' staff portal.</p> <p>Ongoing completion of questionnaire by all new employees to the Council.</p>	<p>We need to ensure that all staff record and pass on their information, as there are some gaps currently, and therefore the denominator is lowered.</p> <p>Will review the questionnaire and implement on 'MyView' staff portal, urging all staff to complete again – by Summer 2015 (i.e. every 3 years).</p> <p>Publish sexual orientation information in Workforce Monitoring Report 2012/13 in December 2013.</p>	Tim Martland	As above.
Issues from marriage and civil partnership.				
None identified.	Not applicable.	Not applicable.		
The needs of different age groups, for example older and younger people.				
<p>Monitoring the composition of our workforce helps to ensure that it is balanced and recognises the makeup of the Mid Sussex community.</p> <p>It also helps to ensure there are no age related issues around pay gaps, recruitment, training and disciplinary issues.</p> <p>There should be no barriers or differential impact.</p>	<p>Ongoing recording and monitoring of staff information.</p> <p>Ongoing reassessment and implementation of the questionnaire on 'MyView' staff portal.</p> <p>Ongoing completion of questionnaire by all new employees to the Council.</p>	<p>We need to ensure that all staff record and pass on their information, as there are some gaps currently, and therefore the denominator is lowered.</p> <p>Will review the questionnaire and implement on 'MyView' staff portal, urging all staff to complete again – by Summer 2015 (i.e. every 3 years).</p> <p>Publish age information in Workforce Monitoring Report 2012/13 in December 2013.</p>	Tim Martland	As above.

The needs of transgender communities.				
Monitoring the composition of our workforce helps to ensure that it is balanced and recognises the makeup of the Mid Sussex community. It also helps to ensure there are no staff issues around gender reassignment. There should be no barriers or differential impact.	Ongoing reassessment and implementation of the questionnaire on 'MyView' staff portal. Ongoing completion of questionnaire by all new employees to the Council.	We need to ensure that all staff record and pass on their information, as there are some gaps currently, and therefore the denominator is lowered. Will review the questionnaire and implement on 'MyView' staff portal, urging all staff to complete again – by Summer 2015 (i.e. every 3 years). Publish gender reassignment information in Workforce Monitoring Report 2012/13 in December 2013.	Tim Martland	As above.
The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area.				
None identified.	Not applicable.	Not applicable.		
The needs of people who live in a rural area.				
None identified.	Not applicable.	Not applicable.		

3. Mid Sussex District Council Equality Impact Assessment Summary

Key Findings	Future Actions
<ul style="list-style-type: none"> We need to ensure that all staff record and pass on their information, as there are some gaps currently, and therefore the denominator is lowered. 	<ul style="list-style-type: none"> Consideration will continue of our staff monitoring patterns and this will be reported in the annual Council's Workforce Monitoring Report in December 2013, published on the website as part of our Equality Data. Review the questionnaire template and implement on 'MyView' staff portal, urging all staff to complete again – by Summer 2015 (i.e. to meet the 3 yearly aim).

4. Signing off this assessment and action plan

Signature ... **T Martland**.....
Person undertaking the assessment

Date ...1st December 2013.....

Signature ... 
Head of Service

Date ...1st December 2013.....

Please send your completed impact assessment to Neal Barton for publication on the website.