Equality Impact Assessment Form

screentip-sectionA

1. Document Control

Control Details:

Title:	Parks & Open Spaces Redesign
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Director:	Dave Halstead Director for Neighbourhood Services
Department:	Commercial & Operations
Service Area:	Parks & Open Spaces
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Strategic Budget EIA: Y/N (Does this EIA have an impact on the budget)	Y
Exempt from publication: Y/N (All EIA's are published on Nottingham Insight for public viewing unless specified. Exemption criteria is available on the EIA section on the Intranet)	N

2. Document Amendment Record:

Version	Author	Date	Approved
1.0	Eddie Curry	10/12/20	

3. Contributors/Reviewers (Anyone who has contributed to this document will need to be named):

Name	Position	Date
Nasreen Miah	Equality & Employability Consultant	14.12.2020, 18.12.2020
Sheila Birch	HR Consultant - Commercial & Operations	16.12.2020

4. Glossary of Terms

Term	Description
VR	Voluntary Redundancy
FPA	Future Park Accelerator

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5. Summary

(Please provide a brief description of proposal / policy / service being assessed)

It is proposed to reduce the Parks & Open Spaces service management structure from 5 Service Managers down to 4, with a redistribution of the current Commercial service amongst the remaining managers.

In doing this, parts of the Commercial operation will be scaled down and savings will be made through reduced management (1 FTE), reduced staffing (5 FTE) and reduction in expenditure, whilst offsetting a reduction in income.

Realignment of reporting will take place in relation to the Commercial function and both specialist and service wide roles: New Job descriptions have been created and new job evaluations will take place to confirm the new posts.

- Cemeteries and Crematorium Manager – will manage the Nursery Production Manager along with responsibility for the Nursery function.
- Public Realm Business Manager – will manage the Horticultural Technical Manager along with responsibility for the Shop function, and the Comms and Marketing Lead.

- Parks Development Manager – will manage the Landscape Architect and Strategic Development Officer. A new Future Parks Accelerator funded Volunteer Manager will also report to this manager.
- Tree Programme Manager – will manage the Horticultural Operations Supervisor along with responsibility for the Landscape/Construction function.

The Trees external contractor budget will be reduced to compensate for some of the staffing movement from the Commercial function, this will still leave a reasonable budget to allow for ongoing specialist work to be outsourced.

In addition, the following operational budgets will be reduced:

- Bulwell Hall Golf Course – a full outsourcing model has been secured so there is no need to retain any staffing presence on site.
- Parks Client Management – reduction of contingency budget.
- Nottingham Landscape Services – reduction of materials budget.

5 x Driver Gardener posts will be deleted; 1 post is currently vacant and 4 x Gardener Drivers will transfer into either Landscape Operative or Public Realm Operative vacancies in the Public Realm Team.

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Information used to analyse the effects on equality:

(Please include information about how you have consulted/have data from the impacted groups)

Data on current employees in Parks and Open Spaces; Headcount: 102 FTE: 91:52

- Gender 78 = 76.5% Male 24 = 23.5% Female
- Age Range Age up to 24 - 2.0%, Age 25 to 34 - 16.7%, Age 35 to 44 - 16.7%, Age 45 to 54 - 28.4%, Age 55 to 64 - 23.5%, Age 65 and over – 12.7%
- Ethnicity BME 8 = 8.0% White British 92 = 92% 2 = Not known/declared
- Disabled status Disabled 7 = 7.5% Not Disabled 86 = 92.5% 9 = Not known/declared
- Religion Christian 35%, Muslim 4%, Other 2%, None 47%, Prefer not to state 6%, Not obtained 5%
- Sexual orientation LGB 0 = 0%, Heterosexual 62 = 100% 40 = not known/declared
- Length of Service Under one year 2 = 2%, 1 to 5 years 33+ 32.4%, 6-10 years 21 = 20.6% 11-15 years 19 = 18.6% 16-20 years 7 = 6.9%, 21-25 years 9 = 8.8%, Over 25 years 11 = 10.8%

Full staff consultation will start in January 2021 as part of the enabling document consultation process

6. Impacts and Actions:

screentip-sectionD	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	☐	☒
Men	☐	☒
Women	☐	☐
Trans	☐	☐
Disabled people or carers.	☐	☐
Pregnancy/ Maternity	☐	☐
People of different faiths/ beliefs and those with none.	☐	☐
Lesbian, gay or bisexual people.	☐	☐

Older	☐	☐
Younger	☐	☐
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults). ***Please underline the group(s) /issue more adversely affected or which benefits.***	☐	☐

screentip-sectionE **How different groups could be affected** (Summary of impacts)	screentip-sectionF **Details of actions to mitigate, remove or justify negative impact or increase positive impact** (or why action isn't possible)
No change to citizens is anticipated as a result of this change as no service will cease. No adverse impact anticipated in relation to sexual orientation, disability, faiths/belief and age. Workforce data indicates the gender and ethnicity of the 2 groups in scope of this proposal to be: Service Managers 75% Male 25% Female 25% BAME 75% White British Gardener Driver 100% Male 25% White/Other Background 75% White British	Trade Unions will be fully engaged in the collective consultation process. 1 x Service Manager has expressed an interest in VR, and the new Service Manager roles have all been re-evaluated to take into account the additional duties with regrades confirmed as the same increase for all colleagues impacted. 1 head Gardener post will be deleted – the post holder will be offered a VR opportunity. The transfer of 2 x Gardener Drivers into Street Scene vacancies will follow an assessment and interview process to be agreed and in line with HR policy; with the candidates being offered the role of either Landscape Operative or Tractor Driver depending on the outcome of the interview process. These are specialist positions and some training will be provided if post applicant express and interest in taking on these positions Support will be provided or signposted to, to help displaced colleagues with interviews etc. No employee is at risk of compulsory redundancy as a result of this proposal.

7. Arrangements for future monitoring of equality impact of this proposal / policy / service:

As part of the consultation process staff will be provided with redeployment or VR opportunities. These options will be monitored throughout the consultation period.

9. Outcome(s) of equality impact assessment:

☒	No major change needed	☐	Adjust the policy/proposal
☐	Adverse impact but continue	☐	Stop and remove the policy/proposal

10. Approved by (manager signature) and Date sent to equality team for publishing:

Approving Manager: Eddie Curry Head of Public Realm The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.	**Date sent for advice:** Send document or Link to: equalities@nottinghamcity.gov.uk
Approving Manager Signature: *EA Curry*	**Date of final approval:18.12.2020**

Before you send your EIA to the Equality and Employability Team for advice, have you:

1. Read the guidance and good practice EIA's
   http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.