Equality Impact Assessment Form

screentip-sectionA

1. Document Control

1. Control Details

Title:	Circa 10% staff reduction of internal cleaning staff to reflect building closure/under occupancy
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Strategic Budget EIA: Y/N	Y
Exempt from publication Y/N	N

2. Document Amendment Record

Version	Author	Date	Approved
Ver 1	Ken France	18/01/2021	
Ver 2	Ken France	19/01/2021	

3. Contributors/Reviewers

Name	Position	Date
Nasreen Miah	Equality & Employability Consultant	19/01/2021

4. **Glossary of Terms**

Term	Description
BAME	Black, Asian, Minority, Ethnicity
LGB	Lesbian, Gay, Bisexual
NCC	Nottingham City Council

screentip-sectionB

2. Assessment

1. **Brief description of proposal / policy / service being assessed**

This report sets out the requirements for Nottingham City Council, Building Services to introduce 10% staff reduction of internal cleaning staff to reflect building closure/under occupancy over the 2021/22 period.

Without implementing this reduction we will have more cleaning resource then required and will not be deliver a balanced budget.

This report recommends that Nottingham City Council introduce the reduction over a 12-month period in the 2021/22 financial year in line with building closures.

screentip-sectionC

2. **Information used to analyse the effects on equality:**

No consultation exercise has taken place due to the nature of the emergency budget setting proposals, however formal consultation will take place as buildings undertake their closure procedure.

3. 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 reduce negative or increase positive impact** (or why action isn't possible)
Nottingham City Council currently provide in house cleaning services for our portfolio of operational buildings. Cleaning colleagues will be impacted, as buildings close and formal consultation will take place with colleagues affected. Current demographic - LGB – 4.2% Disabled – 4.1% City Resident 82% BAME – 30.6%	Colleagues will be offered alternative vacancies in other buildings however if the colleagues in question are unwilling to take that position then formal consultation will be undertaken and the post deleted. There is no guarantee that vacancies will be available at time of building closure therefore standard NCC processes will be implemented e.g. individual consultation and ongoing support as set out below including pam assist and NCC support through futures. Support will be provided on alternative roles – e.g. local location, ease of travel, identical work times or alternative work times if require. Individual consultation will take place with each colleague affected by the building closures. Colleagues will be offered support through PAM assist and NCC support packages e.g. futures. Redeployment process will be enabled to secure alternative position if colleagues do not want alterative posts offered.

4. Outcome(s) of equality impact assessment:

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

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

We will continue to monitor vacancies and consult with the Joint Trade Unions on best approach to closures. We will seek advice and guidance from the Equalities Team as and when appropriate.

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

Approving Manager: Ken France 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. Kenneth.france@nottinghamcity.gov.uk or 0115 8765886	**Date sent for scrutiny:18/01/2021** Send document or Link to: equalityanddiversityteam@nottinghamcity.gov.uk
SRO Approval: Ken France	**Date of final approval:19/01/2021**

Before you send your EIA to the Equality and Community Relations Team for scrutiny, 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.