

Equality Impact Assessment

Revised arrangements for the giving of contractual notice by employees when they voluntarily resign

Stage 1 Details of the proposal

Name of service

Human Resources Business Advisory Service

Directorate

Business Intelligence, Human Resources & Communications

Name of officer responsible for EIA

Stephanie Barker

Name of senior sponsor

Phil Quinn/Michael Potter

Description / purpose of proposal

Change to notice period arrangements when employees voluntarily resign and give contractual notice to terminate their employment.

Date EIA started

May 2023

Assessment Review date

31 May 2023

Stage 2 - About the proposal

What is being proposed?

To change the notice period requirement from either one month (Grades 1-11) or three months (Grade 12 and above) to four weeks (Grade 1-6), eight weeks (Grade 7-11) and twelve weeks (Grade 12 and above).

Why is the proposal required?

To address the challenges currently being faced by the council in terms of recruitment and retentions and support services in allowing additional time for vacancies to be filled.

What will this proposal mean for customers?

Impact is on existing employees in grades 7 – 11. However, given the change is voluntary, no adverse impact is expected on any employees, including those with protected characteristics. For new employees, no adverse impact is expected, with notice periods able to be amended by mutual consent.

Stage 3 - Preliminary screening process

Use the Preliminary screening questions to decide whether a full EIA is required

- Yes - EIA required (go to next section)
 No – EIA not required (provide rationale below including name of E&I Officer consulted with)

No protected characteristics should be adversely affected, and notice periods can be negotiated by mutual agreement.
Zahid Qureshie, Senior Policy and Equalities Officer confirms that there is minimal equality impact with this piece of work as the affected cohort is in existing employment and decision to leave is voluntarily reached/ negotiated. This EIA is now complete.

Stage 4 - Scoping exercise - What do we know?

Data: Generic demographics

What generic data do you know?

1251 existing employees/positions fall within grades 7 – 11.

Data: Service data / feedback

What equalities knowledge do you already know about the service/location/policy/contract?

Given the high number of employees in scope, there are a range of protected characteristics in this cohort.

Data: Previous / similar EIA's

Has there already been an EIA on all or part of this before, or something related? If so, what were the main issues and actions it identified?

No. However, no expected adverse impact.

Data: Formal consultation

What information has been gathered from formal consultation?

N/A

Stage 5 - Potential impact on different groups

Considering the evidence above, state the likely impact the proposal will have on people with different protected characteristics

(state if negative impact is substantial and highlight with **red text**)

Negative (and potentially positive) impacts identified will need to form part of your action plan.

| Protected characteristic | Negative '-' | Positive '+' | No impact | Don't know | Details |
|--|-----------------|-----------------|-----------|------------|--|
| Sex | | | X | | The change will impact all roles equally. No expert adverse impact on characteristic. Any individual concerns can be addressed by exception. |
| Age | | | X | | As above |
| Disabled <i>Learning disability, Physical disability, Sensory Impairment, Deaf People ,invisible illness, Mental Health etc</i> | | | X | | As above |
| Race | | | X | | As above |
| Religion & Belief | | | X | | As above |
| Sexual orientation | | | X | | As above |
| Gender Reassignment | | | X | | As above |
| Marriage / civil partnership | | | X | | As above |

| | | | | | |
|-----------------------|--|--|---|--|----------|
| Pregnancy / maternity | | | X | | As above |
|-----------------------|--|--|---|--|----------|

| Other groups you may want to consider | | | | | |
|---------------------------------------|----------|----------|-----------|------------|----------|
| | Negative | Positive | No impact | Don't know | Details |
| Ex services | | | X | | As above |
| Lower socio-economic | | | X | | As above |
| Other ... | | | | | |

Stage 6 - BMBC Minimum access standards

If the proposal relates to the delivery of a new service, please refer to the Customer minimum access standards self-assessment ([found at](#))

If not, move to Stage 7.

Please use the action plan to be taken to ensure the new service complies with reasonable adjustments for disabled people.

Not yet live

The proposal will meet the minimum access standards.

The proposal will not meet the minimum access standards. –provide rationale below.

Stage 7 – Action plan

To improve your knowledge about the equality impact . . .

Actions could include: community engagement with affected groups, analysis of performance data, service equality monitoring, stakeholder focus group etc.

| Action we will take: | Lead Officer | Completion date |
|----------------------|--------------|-----------------|
| N/A | | |
| | | |
| | | |

To improve or mitigate the equality impact . . .

Actions could include: altering the policy to protect affected group, limiting scope of proposed change, reviewing actual impact in future, phasing-in changes over period of time, monitor service provider performance indicators, etc.

| Action we will take: | Lead Officer | Completion date |
|---|---------------|-----------------|
| Ongoing review of impact with service leads and TUs | Head of HR&OD | Ongoing |
| | | |
| | | |

To meet the minimum access standards . . .(if relevant)

Actions could include: running focus group with disability forum, amend tender specification, amend business plan to request extra ‘accessibility’ funding, produce separate MAS action plan, etc.

| Action we will take: | Completion date |
|----------------------|-----------------|
| Not yet live | |
| | |
| | |

Stage 8 – Assessment findings

Please summarise how different protected groups are likely to be affected

| | |
|-----------------------------------|--|
| Summary of equality impact | The change will impact all roles equally. No expert adverse impact on any protected characteristics is expected. Any individual concerns can be addressed by exception, as is current situation. |
|-----------------------------------|--|

| | |
|------------------------------|--|
| Summary of next steps | Voluntary adoption from existing grade 7 – 11 employees. Amendment to terms and conditions for new employees wef 1 July 2023. |
|------------------------------|--|

Signature (officer responsible for EIA)
Date

B Baker

Stage 9 – Assessment Review

What information did you obtain and what does that tell us about equality of outcomes for different groups?

N/A