

Appendix E - Impact Needs/Requirement Assessment Completion Form

Department: Regeneration & Major Projects	Person Responsible: Richard Barrett
Service Area: Property & Asset Management	Timescale for Equality Impact Assessment :
Date:20.07.2012	Completion date:
Name of service/policy/procedure/project etc: Facilities Management (FM) Service Procurement	Is the service/policy/procedure/project etc: New <input checked="" type="checkbox"/> Old <input type="checkbox"/>
Predictive <input checked="" type="checkbox"/> Retrospective <input type="checkbox"/>	Adverse impact <input type="checkbox"/> Not found <input checked="" type="checkbox"/> Found <input type="checkbox"/> Service/policy/procedure/project etc, amended to stop or reduce adverse impact Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is there likely to be a differential impact on any group? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Please state below:
1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	4. Grounds of faith or belief: Religion/faith including people who do not have a religion Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. Grounds of sexual orientation: Lesbian, Gay and bisexual Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	6. Grounds of age: Older people, children and young People Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Consultation conducted Yes <input type="checkbox"/> Informal briefing sessions held with staff likely to be affected <input type="checkbox"/>	
Person responsible for arranging the review: Richard Barrett	Person responsible for publishing results of Equality Impact Assessment: Richard Barrett
Person responsible for monitoring: Jacinta Leharne	Date results due to be published and where:
Signed:	Date: 27 July 2012

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Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

1. What is the service/policy/procedure/project etc to be assessed?

The Council is testing the Value For Money (VFM) and seeking to change the way FM Service is delivered across the council portfolio. It has embarked on a project which could, subject to Member approval, culminate in the outsourcing of the internal FM Team.

The vast majority of the FM Service is already externalised and this further extension could affect up to 42 staff.

2. Briefly describe the aim of the service/policy etc? What needs or duties are it designed to meet? How does it differ from any existing services/ policies etc in this area

To ensure the FM Service is capable of adequately discharging it's duties when the council relocates to the Civic Centre in 2013. Currently the FM Service is set up in area teams which have responsibility for a number of corporate buildings (a small number of FM staff still work directly to the Directorate on specific buildings). As the numbers of buildings are reducing a new model for delivering FM Services is required. In particular the Civic Centre will require additional FM skills as the building will contain approximately 2500 council staff and in excess of 600,000 visitors anticipated each year. The building will require a higher level of FM Service to ensure it is maintained to a high standard.

3. Are the aims consistent with the council's Comprehensive Equality Policy?

Yes, the project is consistent with Brent's Equality and Diversity Policy, in particular we have taken into account Brent's recognition that "we work in a richly diverse community and understand the strategic importance of achieving a diverse workforce, which reflects that community". as well as our undertaking "to recruit, develop and retain the most talented people by valuing the varied skills and experiences they bring to Brent Council"

Officers have attempted to identify all staff engaged in FM activity within the council and to include them within this project.

Assurances have been given that current terms and conditions will be honoured by the incoming provider and this will be contained within any contract.

Additionally the council is likely to offer an opportunity for staff to avail of voluntary redundancy on council terms.

This policy has also considered our responsibilities under Section 149 of the Equality Act 2010 which provides that a public authority must, in the exercise of its functions, have "due regard to the need to eliminate discrimination, advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it, and foster good relations between persons who share a relevant protected characteristic and persons who do not share it".

4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

By the nature of the current workforce over 67% of the staff affected are male and the majority are from ethnic minority. However the entire FM Service has been included and therefore it is not considered that this is adversely unfair to anyone particular group.

- 81% of affected staff define themselves as Black or Minority Ethnic, which is considerably higher than the council wide average of 61.6%. We are currently exceeding our council target of 53%. This means that 1.7% of Brent councils BME staff will be disadvantaged by this decision while only 0.5% of Brent's non-BME staff will be disadvantaged.
- 33% of affected staff are women which is considerably lower than the council wide

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average of 65.6%. We are currently exceeding our council target of 60%. This means that 2.5% of Brent's male staff will be affected by this decision and only 0.6% of Brent's female staff will be affected.

- The 34 members of staff affected have an average age of 45.9, slightly higher than the current average age across the Council of 44.17 (Council Target 42)
- Only one of the members of staff affected has declared a disability and data on other protected characteristics is low both for this group and across the council

5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make your judgement separately (by race, gender and disability etc).

HR data on staff

6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

None identified.

7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

No.

8. Have you published the results of the consultation, if so where?

N/A

9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

No

10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

There is an adverse impact in particular in the male, BME older grouping and also within BME generally. See Paragraph 4 above for specific breakdown. However the proposal to transfer staff across to an external provider has been neutrally applied to all identified FM staff. It also affects less than 2% of the overall Council workforce and therefore the percentages stated above are disproportionate to the entire Council workforce. The potential adverse impact is considered justifiable on the basis that the quality of service is anticipated to improve which will in turn improve the way Council services are provided to the wider community within Council premises. Furthermore the transfer of FM staff to a professional national specialist organisation will enhance career opportunities for FM staff

who otherwise would be subject to an internal reorganisation to reflect the changing nature and size of the Council portfolio. Finally it is considered the impact is justifiable on the grounds that the proposed new contract will have a positive financial impact on the current overall FM budget.

Our equalities analysis shows that there is no evidence of direct or indirect discrimination in this decision, The impact on Brent's staff diversity should however be considered even though the numbers are not significant and the impact small.

11. If the impact cannot be justified, how do you intend to deal with it?

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n/a

12. What can be done to improve access to/take up of services?

n/a

13. What is the justification for taking these measures?

There is both a quality improvement and a financial improvement implicit within the aims of this project. Measures have been taken to afford staff with as much protection as possible in ensuring the terms of employment will transfer with any staff who maybe the subject of TUPE provision. The prospective future employer has agreed to work with the Council so as to minimise the impact of any job losses on the existing Council workforce and it is also proposed that Council staff will be given an opportunity to apply for voluntary redundancy subject to the exigencies of the Council.

14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.

N/A

15. What are your recommendations based on the conclusions and comments of this assessment?

Proceed to seek permission from Brent Executive to approve the project. Thereafter, to undertake formal consultation with all staff affected via HR process.

Should you:

1. Take any immediate action? N/A.
2. Develop equality objectives and targets based on the conclusions? N/A
3. Carry out further research? N/A

16. If equality objectives and targets need to be developed, please list them here.

N/A.

17. What will your resource allocation for action comprise of?

Continued involvement of the Assistant Director and the Project Manager. Support to be provided by the Council's HR Team.

If you need more space for any of your answers please continue on a separate sheet

Signed by the manager undertaking the assessment:

Full name (in capitals please): Richard Barrett

Date: 27 July 2012

Service Area and position in the council:

Assistant Director
Property & Asset Management
Regeneration & Major Projects

Details of others involved in the assessment - auditing team/peer review:

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**

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