

Equality Impact Assessment Form

screeintip-sectionA

1. Document Control

1. Control Details

Title:	Appointment to Interim Chief Executive Role
Author (assigned to Pentana):	Lynn Robinson, HR Business Lead
Director:	Richard Henderson, Director for HR & Customer
Department:	Strategy & Resources
Service Area:	HR & Customer
Contact details:	Email: richard.henderson@nottinghamcity.gov.uk
Strategic Budget EIA: Y/N	No
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2. Document Amendment Record

Version	Author	Date	Approved
1.2	Lynn Robinson, HR Business Lead	21 April 2020	

3. Contributors/Reviewers

Name	Position	Date
Richard Henderson	Director for HR & Customer	10 April 2020
Lynn Robinson	HR Business Lead	10 April 2020
	Interim Equality, Diversity & Inclusion Lead	29 April 2020

4. Glossary of Terms

Term	Description

[screentip-sectionB](#)

2. Assessment

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

The appointment process for an Interim Chief Executive for a fixed term period, until the day prior to the date in employment of the new substantive permanent Chief Executive.

[screentip-sectionC](#)

2. Information used to analyse the effects on equality:

A retained recruitment consultant has been engaged to undertake and 'search' and provide a subsequent recommendation report to the Council's Appointments and Conditions of Service Committee on potential candidates. The retained consultant was given a clear brief on the Council equalities agenda and priority aim to have a representative workforce. At a Senior Leadership Management Group Level, the representation is 15.85% BAME, 37.8% Female, 4.88% Disabled and 1.22% LGB. These groups are all currently under-represented at this level. The retained consultant was required to have a focus on these under-represented groups.

3. Impacts and Actions:

screentip-sectionD	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	x <input type="checkbox"/>	<input type="checkbox"/>
Men	x <input type="checkbox"/>	<input type="checkbox"/>
Women	x <input type="checkbox"/>	<input type="checkbox"/>
Trans	x <input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	x <input type="checkbox"/>	<input type="checkbox"/>
Pregnancy/ Maternity	x <input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	x <input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	x <input type="checkbox"/>	<input type="checkbox"/>
Older	x <input type="checkbox"/>	<input type="checkbox"/>
Younger	x <input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults). <i>Please underline the group(s) /issue more adversely affected or which benefits.</i>	x <input type="checkbox"/>	<input type="checkbox"/>

<p>screentip-sectionE</p> <p>How different groups could be affected (Summary of impacts)</p>	<p>screentip-sectionF</p> <p>Details of actions to reduce negative or increase positive impact (or why action isn't possible)</p>
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It is critical that the Council builds capacity at its most senior level, particularly in the current circumstance of the national crisis due to COVID-19. It is of critical importance that capacity at this level is created to lead the Corporate Leadership Team and to enable continuity in decision-making, delivery of a response in terms of national guidance and emergency planning, and ensuring that there is a foundation for recovery, in addition to a clear focus on ensuring frontline social care delivery is provided.

This is in addition to the normal requirements of the role of Chief Executive.

It is felt that in terms of the categories listed above, this appointment would have a positive benefit across all groups, in that it provides for additional leadership capacity to support needs of these groups as appropriate.

1 Actions will need to be uploaded on Pentana.

There are no foreseen negative impacts at this time.

4. Outcome(s) of equality impact assessment:

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

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

This EIA will be reviewed after the appointed interim Chief Executive has been in post for three months, of the fixed term period, this will be on or around 15 July 2020.

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

<p>Approving Manager: 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.</p>	<p>Date sent for scrutiny: Send document or Link to: equalityanddiversityteam@nottinghamcity.gov.uk</p>
<p>SRO Approval: Ian Curryer, Chief Executive </p>	<p>Date of final approval: 24.04.20</p>

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.