

Equality Impact Assessment Form (Page 1 of 2)

Title of DDM: Additional posts in the Data, Analysis and Insight for School Improvement (DAISI) traded service to meet an increased demand for services

Name of Author: James Rhodes

Department: Strategy and Resources

Service Area: Strategy and Policy

Author (assigned to Covalent): James Rhodes

Director: Colin Monckton

Strategic Budget EIA: No

Brief description of proposal / policy / service being assessed:

The DAISI traded service sells statistical analysis to schools locally and nationally. The team generate a profit and future strategic choices (in the form of increased profit) have been made against the team. The increased profit targets are predicated on the capacity of the team growing. To do this it is proposed that we create and recruit to a Project Officer post (Grade E) and an Account Manager post (Grade H) to enable continued growth of the DAISI traded service, and to re-evaluate and re-grade four existing posts in the team to bring them in line with other posts in the department to reflect increased responsibilities and technical competency requirements.

Information used to analyse the effects on equality:

Council workforce profile, departmental workforce profile and demographic data for Nottingham City.

The analysis and Insight functions profile shows that those below 35 years old are underrepresented compared to the rest of the Council and the profile of the city overall.

- People from BME groups are also under represented in the service (19%) compared to the rest of the council (22%) and the city overall (30%).
- The proportion of disable people within the service (7%) is slightly above the council average (5%) and slightly below the City average (9%)

Based on the employee profile of the service the main areas of concern are addressing the underrepresentation of those aged below 35 and people from BME backgrounds. This picture is fairly consistent with the Strategy and Commissioning Equality Objective Action Plan 2016/17 and the key actions to address the issues are included below.

	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	People from different minority ethnic groups could be positively impacted upon through a recruitment process that seeks to maximise appropriate applicants from BME communities Younger people could be positively impacted upon through a recruitment process that seeks to maximise appropriate applicants from people aged below 35.	Envisaged that recruitment will start in early Jan (once DDM is approved) and the following activity will be carried out: Utilisation of internal BME/Disabled colleagues to support advert text creation to support attracting candidates from diverse communities (possible linkages with BME
Men	<input type="checkbox"/>	<input type="checkbox"/>		
Women	<input type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		

People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input checked="" 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>	<input type="checkbox"/>	<input type="checkbox"/>

<p>There are no particular issues with the two new posts that would restrict those type of applicants (e.g. the roles do not require specialist skills that might represent a skills shortage).</p> <p>This profile is fairly consistent with the Strategy and Commissioning Equality Objective Action Plan 2016/17 and the remedial actions are consistent with those in the plan.</p>	<p>forum / Disability Forum) (after checking Project People for those at risk who could) suitably carry out the role)</p> <p>Disability Employee Support Network 26th Jan – Contact Tony Leaf to promote job advert in Jan 2017</p> <p>BME Forum 20th Dec and 22nd Feb – Contact BME Network Chair to promote adverts and also the Equalities Employee Support Network</p> <p>LGBT forum to be promoted by Louise Graham.</p> <p>External Recruitment - Use specific advertisement journals, use community groups & specialist recruitment menu provided by HR</p> <p>Spoke to Aadil Bhatti in HR who advised the following:</p> <p>Use of Corporate FaceBook page and LinkedIn and the networks outlined above</p> <p>Discussed use of Ethnic Jobs site (£460 per advert) but this was felt to be more appropriate for senior roles.</p> <p>Representative recruitment panel to be used where possible (in terms of age, gender and ethnicity) and adherence to recruitment on merit principles.</p> <p>Aadil Bhatti offered to help provide representation on the panel in late Jan/ feb 2017.</p>
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Outcome(s) of equality impact assessment:

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

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

Diversity monitoring on recruitment, retention, leavers, turnover.

Approved by (manager signature):

Colin Monckton
Director of Policy and Strategy
0115 87 64832

Date sent to equality team for publishing:

13th December 2016

Send document or link to:
equalityanddiversityteam@nottinghamcity.gov.uk

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://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
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.