

Equality Impact Assessment



Name of project/proposal

Facilities Management - Site services new operating model (Headquarters)

Contact name

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Department

Culture, Communities and Business Services

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Purpose for project/proposal

The purposes of these service delivery changes are to enable the Facilities Management (FM) Premises and Cleaning Teams (Site Services) to move to a new integrated operating model. This will provide increased operational support and resilience across the standard working day, Monday to Friday and premises support on Saturday as standard. Currently there is no cleaning provision after lunch time in the Winchester HQ Complex. Changes to work patterns for the Site Services Team also supports the secondary driver of meeting efficiency savings and reducing revenue costs.

The proposed new operating model will remove current shifts, replacing with morning and afternoon working patterns (integrated cleaning and premises teams) providing greater operational support and resilience. The teams will work either from 7am until 3 pm, or 1pm until 9pm, with rotational Saturday cover for some staff. The proposed new operating model will see the removal of contractual overtime and the ceasing of the current level of non-contractual overtime available.

Removal of the half an hour paid break for cleaning staff only will bring working patterns in line with other Hampshire Country Council staff.

Consultation

Has a consultation been carried out?

Planned

The proposed new operating model was developed through staff engagement via meetings and a specific workshop including the Facilities Management team lead representing the HQ cleaning and premises staff.

Formal consultation with staff will begin on the 31st August 2016 for 30 days. Consultation will focus on the following points:-

1. change of times at which hours are worked
2. removal of alternating shift allowance
3. Saturday working for Grade B and C as part of their standard rota
4. Working in various Area 3 Winchester HQ premises locations
5. Removal of ½ hour paid break for A grade cleaning staff
6. Removal of contractual overtime

Some opportunity for non-contractual overtime will continue on an adhoc basis where this supports income generation.

Equality and Diversity data is limited however the FM Cleaning and Premises Teams are a diverse workforce with the following protected characteristics known:-

- Race - there are a number of staff for whom English is not a first language (Hungarian, Nepalese and Polish)
- Disability (one staff member)
- Age (31% over 60)
- Gender (45% female 55% male)

Statutory considerations

Impact

| | |
|--------------------------------|------|
| Age | None |
| Disability | Low |
| Sexual orientation | None |
| Race | Low |
| Religion and belief | Low |
| Gender reassignment | None |
| Sex | None |
| Marriage and civil partnership | None |
| Pregnancy and maternity | None |

Other policy considerations

Poverty

Medium

Rurality

None

Other factors

Low

If other please describe

commitments for example employment, childcare or other caring duties.

Geographical impact

Winchester

Have you identified any medium or high impact?*

Yes

No

Equality statement

Consultation

Disability and Race

- The impact on disability is specific to the consultation process. Through 1:1 meetings arranged with their manager, staff may be accompanied for example by a family member, support worker or translator.
- With three nationalities with English as a second language the consultation documents will be translated for the briefing sessions and staff can also request support at their 1:1s.

Proposed new operating model

Age

- We recognize 31% of staff are over 60 years of age however through the new operating model the assessment has determined there will be no negative or positive impacts.

Other factors - other commitments and religion and belief

- The proposed working patterns may have an impact on staff who have other employment or commitments outside of work for example childcare or caring duties. Through the consultation staff will have the opportunity to provide their preferred working patterns and detail any other commitments.
- Staff will have the opportunity to provide details of other needs to be taken into consideration for example religion and belief which could have an impact on the rotational Saturday working. This information is not currently known by the service.

Other considerations - poverty

- The removal of non contractual / contractual overtime and contractual shift allowance will reduce the salary of some staff. The non-contractual overtime has been available due to the service holding outstanding vacancies over the last 18 months. This does mean that there are no compulsory redundancies however resulting from the proposed operating model.
- With the teams integrating there will be the opportunity for upskilling and for staff to apply for vacant grade B posts.

Date to review actions

05 Oct 2016

Final decision date

Final decision date due

05 Oct 2016

Decision to be made by

DMT