

SP23 Equality Impact Assessment – Registration Service income streams – staff

EIA writer(s) and authoriser

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Section one – information about the service and service change

Service affected	Registration Service
Please provide a short description of the service / policy/project/project phase	The Registration Service is responsible for recording key life events for the people of Hampshire in line with the correct legal procedures. Its statutory functions include the registration of births, deaths, marriages and civil partnerships occurring within Hampshire, alongside other statutory obligations such as conducting Citizenship ceremonies, licensing venues where civil marriage and civil partnerships may be solemnised, and being the custodian of registers (birth, death and marriage) dating back to 1837. It also has a part to play in combating fraud and protecting the public, particularly in helping to prevent forced and sham marriages. The Service registers approximately 8,000 births and 10,000 deaths every year and delivers nearly 5,000 ceremonies.

	<p>As well as upholding its statutory obligations, the Registration Service also offers a number of ‘choose to use’ services such as:</p> <ul style="list-style-type: none"> • A range of alternative ceremonies including renewal of vows; welcoming, commitment and private Citizenship ceremonies • The ‘Tell Us Once’ service for all customers attending to register a death • Commemorative certificates
<p>Please explain the new/changed service/policy/project</p>	<p>The Registration Service is required to continue to increase its income and develop new income streams to contribute to the Council’s Savings Programme to 2023 (SP23).</p> <p>Changes to statutory services at a national level are expected to result in additional income for the Service through a) an increase in marriage certificate sales due to the introduction of the marriage schedule system and b) changes to the way EU nationals will be required to give notice of marriage in the future.</p> <p>The implementation of the marriage schedule system, and the resulting switch to an electronic register, means that Churches are no longer able to issue marriage certificates as part of the marriage ceremony. Instead, couples who have solemnised their marriage in a Church/Religious Building must apply to their local Registration service who will issue the requested marriage certificates for an associated fee.</p> <p>Additionally, new or improved service offerings will be introduced and are expected to include:</p> <ul style="list-style-type: none"> • live ceremony streaming • priority virtual Citizenship ceremonies • the expansion of Register Office ceremony availability. <p>Income modelling will be conducted ahead of any implementation to ensure that Hampshire Registration expands the right services and/or introduces new services at a rate that generates income whilst remaining competitive.</p>

Engagement and consultation

The County Council's *Serving Hampshire Balancing the Budget* consultation (2021-2023) will seek residents' and stakeholders' views on strategic options for funding the Authority's budget gap. Where applicable, detailed proposals for making savings will be subject to further, more detailed 'stage two' consultation before any decisions on service specific changes are made.

Has any pre-consultation engagement been carried out?

(Delete as appropriate)

No, but is planned to be undertaken

Describe the consultation or engagement you have performed or are intending to perform.

Describe who was engaged or consulted. What was the outcome of the activity and how have the results influenced what you are doing? If no consultation or engagement is planned, please explain why.

Formal consultation with staff would only be carried out if it were identified that the introduction of a new or improved service would require changes to weekend working arrangements (including contractual changes). This would apply in the case of national changes imposed upon the Service, as well as in the case of local proposals to adapt and grow the service offering. In such circumstances, guidance and support would be secured from HR colleagues to ensure Hampshire policies are observed and Trade Unions would be engaged as part of any formal launch. Comments and suggestions made as part of any consultation process would be evaluated and used to inform decisions taken around future service offerings and the delivery method adopted. Communication with staff has already commenced in respect of the upcoming introduction of the schedule system which is expected to come into effect in May 2021. Proactive engagement will also be held through team meetings, 1:1s and e-noticeboard items to keep staff apprised of any future planned changes to service provision. This will include opportunities for staff to feedback and share their views as well as the provision of relevant training on any new processes or technologies as required.

Section two: Assessment

Table 1 Impact Assessment

Protected characteristic (see EIA Guidance for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?

Age		X				Staff
Disability		X				Staff
Gender reassignment		X				Staff
Pregnancy and maternity		X				Staff
Race		X				Staff
Religion or belief		X				Staff
Sex		X				Staff
Sexual orientation		X				Staff
Marriage & civil partnership		X				Staff
Poverty		X				Staff
Rurality		X				Staff

Table 2 Geographical impact

Does the proposal impact on a specific area?

Area	Yes / no	Area	Yes / no	Area	Yes / no
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All Hampshire	Yes	Fareham		New Forest	
Basingstoke and Deane		Gosport		Rushmoor	
East Hampshire		Hart		Test Valley	
Eastleigh		Havant		Winchester	

Section three: Equality Statement

Table 3 Consideration of and explanation for neutral or low negative impacts

Protected characteristic	Brief explanation of why this has been assessed as having neutral or low negative impact
Age	Neutral – The age profile of the Registration Service is weighted towards the upper end of the scale with 59% of staff aged 50 or over. There is, however, no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required. For this reason, the impact has been assessed as neutral.
Disability	Neutral – There are currently two staff members within the Registration Service with a declared disability (1.7%). This compares to 3.9% across the organisation (as of November 2020). There is, however, no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required. For this reason, the impact has been assessed as neutral.
Gender reassignment	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Pregnancy and maternity	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.

	Should a staff consultation be required any staff on maternity leave – or paternity or adoption leave – would be afforded the opportunity to engage in the process and would be contacted individually to ensure they are able to participate and ask any questions.
Race	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Religion or belief	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Sex	Neutral – Within the Registration Service, 89% of employees are female and 11% are male. This diverges from HCC as a whole where 76% of employees are female and 24% are male (as of November 2020). There is, however, no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required. For this reason, the impact has been assessed as neutral.
Sexual orientation	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Marriage & civil partnership	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Poverty	Neutral – The grade profile of staff working for the Hampshire Registration Service is skewed towards the lower grades with 7% at Grade C and 84% at Grade D. There is no evidence, however, that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required. For this reason, the impact has been assessed as neutral.
Rurality	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.

Table 4 Explanation and mitigation for medium and high impacts

Protected characteristic	Brief explanation of why this has been assessed as having medium or high negative impact	Is there a Geographical impact? If so, please explain - use list below to identify geographical area(s)	Short explanation of mitigating actions
N/A			

Table 5 Consideration of and explanation for positive impacts

Protected characteristic	Brief explanation of why this has been assessed as having positive impact
N/A	

Box 1 Please set out any additional information which you think is relevant to this impact assessment:

Until the income modelling exercise has been concluded and decisions taken regarding which new services will be introduced and/or which existing services will be expanded upon, it is impossible to definitively state what the likely impact on staff will be. Once this – and the implications of any national changes – become clearer, further, more detailed EIAs may need to be undertaken with appropriate consideration and action taken in respect of any conclusions drawn.

Box 2

If appropriate, (i.e., it is immediately evident that a full EIA is not necessary) please provide a short succinct assessment to show that due regard has been given and that there is no requirement for a full EIA:

N/A