

Scottish Borders Council

Stage 3 Equality Impact Assessment - Sign Off

(For use at the end of development project/proposal/policy development – prior to sign off)

3.1	Title of Proposal:	Cleaning Services
3.2	Service Area: Department:	Cleaning Facilities Asset and Infrastructure
3.3	Description:	<p>This equality impact assessment looks to consider the implications of making efficiencies and financial savings across the business areas of:</p> <ol style="list-style-type: none"> 1. Office cleaning reductions 2. School cleaning reductions <p>The initial aims of the office and school cleaning review is to enable the Council to achieve savings of £310k throughout the financial year of 2017/18 through a 20% reduction in cleaning.</p> <p>The initial proposed review aimed to deliver:</p> <ul style="list-style-type: none"> • A flexible structure and realignment of services • Transfer and consolidation of all cleaning, janitorial and SCP staff to a single facilities support structure • Standardisation of services delivered to schools and offices • Create savings

	<p>In the initial stage of the review it was decided the focus would be on the cleaning service only and the janitorial service would be transferred to facilities and reviewed separately at a later date. It is proposed that the revised Cleaning Service would be implemented by 28 August 2017.</p> <p>It should be noted that Schools Crossing Patrols are a non-statutory service and while many Councils have significantly reduced, or indeed even removed these in their entirety, this is not the current proposition for SBC. Again, in the initial stage of the review it was decided that there would be no changes to the school crossing patrol at this time.</p> <p>It is intended that all affected staff and stakeholders are informed and involved in relevant consultation exercises with the key emphasis being to protect jobs wherever possible especially for our lowest paid workers.</p>
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3.4	Impact Assessment				
Equality Characteristic	Impact			Description	Mitigation & Recommendations
	No Impact	Positive Impact	Negative Impact		
Employees (those employed by the Council including full time, part time and temporary including the below equality characteristics of Age, Disability, Gender, Race, Religion or belief, pregnancy/maternity, Sexual Orientation, Carers and Poverty.		X		<p>This Equality Impact Assessment considers overall that there are many positive impacts for all employees involved within the review. The approach taken by Scottish Borders Council has been consistent, with the relevant policies fairly applied. The process has involved detailed consultation with the Trade Unions, Employees and key stakeholder. Therefore to avoid repetition this impact assessment has been completed to indicate a collective of the Equality Groups</p> <p>In order to achieve the aims and objectives of the review a number of factors were considered. This included such aspects as current staff location and the number of hours</p>	<p>The remaining 10% of employees where offered what was deemed to be suitable alternative options this included the opportunity to consider: maintaining their current number of hours however this depended on other employees moving to sites which are not preferred options, reduction in working</p>

					<p>available at each site. Ultimately, because the hours were being reduced at every site there was always going to be a requirement for some employees to move to other locations/buildings in order to maintain their working hours. Every effort was made to minimise the number of moves through the redistribution of hours where possible. The result was that 90% of employees either maintained the same number of hours and received one of their preferred options or they opted to reduce their hours for personal reasons regardless of being offered alternative hours to maintain their existing number of hours. Where employees were required to travel further a disturbance allowance was paid as per policy.</p>	<p>hours, redeployment, flexible retirement or Early Retirement Voluntary Severance(ERVS).</p>
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3.5	Relevance to the Equality Duty in Summary:	
	What impact will your proposal have on the following :	
	Equality Duty	Reasoning:
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	All three aspects of the Equality Duty apply: As stated earlier the approach taken by Scottish Borders Council, has been consistent, with the relevant policies fairly applied. The process has involved detailed consultation with the Trade Unions, Employees and key stakeholder. That has inevitably helped eliminate discrimination, promote the equality of opportunity and foster good relations between employees.
	Promotion of equality of opportunity?	
Foster good relations?		

3.6	Recommendations	
	Characteristic	Approved Yes/No
	<p>All</p> <p>On conducting this Equality Impact Assessment all efforts have been made to ensure that processes have been conducted fairly and equitably to ensure that we achieve the 20% reduction in hours and associated savings with minimum disruption to staff working patterns. The Assessment has indicated some negative impacts for only a small number of staff who we will continue to support. Support will include operational and management support, application where applicable of disturbance allowance for up to 12 months and regular reviews.</p> <p>It is further recommended that following implementation of the new structure a review should be conducted no later than December 2017 with a view to ensuring that no negative impacts have become evident.</p>	

		It is also worthy to note the additional recommendations for the specific protected characteristics as detailed below:	
	All	Employees will continue to be encouraged to self-report on all of the protected characteristic categories within Business World.	
	Carers	Working patterns to be closely monitored and adjusted (if necessary) accordingly to ensure that Carer responsibilities can be reasonably met.	
	Disability	Continued promotion of Reasonable Adjustments Policy	
	Gender?	<p>From desktop analysis the data indicates that our current gender split is now:</p> <p>Female 78% compared to Male 22%</p> <p>There is no change to the gender split</p> <p>We managed the changes required to reduce the overall number of cleaning hours across schools and offices through our deployment process, using additional available hours to retain the majority of colleagues hours at the same level. The data now tells us that the gender split was not impacted</p> <p>When dealing with any reduction in staff, we will follow the appropriate policies and procedures.</p>	
	Race	Due to the extremely low level of employees who have indicated this, no further analysis is included as this may lead to the identification of individuals.	
	Religion Belief/Poverty	Continue to promote the new Workplace Chaplaincy Service and the Employee Support Service for all relevant employees that need additional support and guidance whilst transitioning through the review	
	Poverty	Employees that fall into this category will be signposted to Scottish Borders Council's Welfare Benefits team	

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	John Gray	Directorate:	Martin Joyce
Post:	Cleaning & Facilities Manager	Date:	22/10/2018

Next Steps:

EIA Completed By			
Name	Alison Dubickas	Service Area.	Chief Executive – Human Resources
Post	HR Business Partner	Date	18.09.2018
		Date	
Proposals Approved for Implementation:			
EIA Published:			
Date for Review of Findings:			

If it is agreed that your proposal will progress, you must send an electronic copy to corporate communications to publish on the webpage within 3 weeks of the decision. For your records, please keep a copy of this Equality Impact Assessment form.