



Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Organisational Change Management Procedure		
Directorate	Change & Governance		
Service	HR Strategy and Planning Team		
Responsible Officer	Nicola Rickhuss		
EqIA Author	Nicola Rickhuss		
Date proposal started	June 2016	Proposal commencement date (due or actual)	11.10.2016

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	No	
	Procedure	Yes	New
	Internal service	Yes	N/A
	External service	No	N/A
	Other - give details	N/A	N/A

2	What are the intended outcomes, reasons for change, who will it affect? (The business case)
	The Organisational Change Management Procedure sets out the Council's approach to undertaking a formal service review or reorganisation to improve service delivery, support long term financial planning, strategically review services, departments or teams, where the outcome may result in potential redundancies and/or some other significant change to the employment contract.

3	Summarise your evidence, engagement and consultation.
	A first draft of the Organisational Change Management Procedure was consulted

on with wider management between 1 August and 19 August 2016.

A draft was then sent out to consultation with the ADs/Head of Service and the Trade Unions/Professional Associations between 19 August 2016 and 9 September 2016.

The Organisational Change Management Procedure will be submitted to CMT on 29 September 2016 and will taken to the next available Personnel Committee on 11 October 2016.

As of 31 March 2016 the total number of Walsall Council employees (excluding Schools) was 3635. In total there were 160 (4.4%) employees who declared they had a disability, as defined by the Equality Act 2010, some of these may require communication in a different format.

4 How may the proposal affect each protected characteristic or group?	
Characteristic	Affect
Age	No impact foreseen.
Disability	Potential impact on employees who require reasonable adjustments for communication and for those who do not understand the procedure e.g. employees with learning disabilities.
Gender reassignment	No impact foreseen.
Marriage and civil partnership	No impact foreseen. The procedure allows civil for partnerships and situations where no legal marriage has taken place
Pregnancy and maternity	Potential impact for people who are on maternity, adoption or paternity leave and are not updated about the procedure. However, the procedure will only apply to those looking to access the provisions anew after the procedure is implemented. Any statutory provisions due to an employee already on maternity, paternity or adoption leave will have been given.
Race	Potential impact on those employees whose first language is not English as they may not understand the procedure
Religion or belief	No impact foreseen.
Sex	No impact foreseen. The procedure allows for more flexible taking of leave related to adoption, fostering and maternity support regardless of gender.
Sexual orientation	No impact foreseen.
Other (give detail)	N/A
Further information	N/A

5	Does your proposal link with other proposals to have a cumulative affect on particular equality groups? If yes, give details	(Delete one) No
	N/A	

6	Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)	
	A	No major change required
	B	Adjustments needed to remove barriers or to better promote equality
	C	Continue despite possible adverse impact
	D	Stop and rethink your proposal

Action and monitoring plan

Date	Responsibility	Action
Day of launch	Directorate Support Team	Alternative formats (audio and Easy Read) for disabled employees of the new policy will be made available on request.
Day of launch	Directorate Support Team	The policy will be made available in other languages on request for employees whose first language is not English.