

1. Policy details

Policy Title : PLACE-FM – S18 Cleaning & Janitorial - Council Offices	Lead Officer Jennifer Rodden
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2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts

Community, Groups of People or Themes	Negative Impacts	Positive impacts
The whole community of South Ayrshire	No	No
People from different racial groups, ethnic or national origin.	No	No
Women and/or men (boys and girls)	Yes	No
People with disabilities	No	No
People from particular age groups for example Older people, children and young people	No	No
Lesbian, gay, bisexual and heterosexual people	No	No
People who are proposing to undergo, are undergoing or have undergone a process to change sex	No	No
Pregnant women and new mothers	No	No
People who are married or in a civil partnership	No	No
People who share a particular religion or belief	No	No
Thematic Groups: Health, Human Rights, Rurality and Deprivation.	No	No

3. Do you have evidence or reason to believe that the policy will support the Council to:

General Duty and other Equality Themes	Level of Negative and/or Positive Impact (high, medium or low)
Eliminate discrimination and harassment faced by particular communities or groups	Medium Negative
Promote equality of opportunity between particular communities or groups	
Foster good relations between particular communities or groups	Medium Negative
Promote positive attitudes towards different communities or groups	
Increase participation of particular communities or groups in public life	
Improve the health and wellbeing of particular communities or groups	
Promote the human rights of particular communities or groups	
Tackle deprivation faced by particular communities or groups	

4. Summary Assessment

Is a full Equality Impact Assessment required? (A full EIA must be carried out on all high and medium impact policies)		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Rationale for decision: A full assessment is required due to the fact that this is a predominantly female workforce therefore there is likely to be greater disadvantage to females than males			
Signed : 	Service Lead – Facilities Management	
Date: 25 February 2019		Copy to equalities@south-ayrshire.gov.uk	

**SOUTH AYRSHIRE COUNCIL
EQUALITY AND DIVERSITY IMPACT ASSESSMENT**

Section One: Policy Details*

Name of Policy	Cleaning & Janitorial - Council Offices
Lead Officer (Name/Position)	Jennifer Rodden, Service Lead – Facilities Management
Policy Development Team (Names/Positions)	Jennifer Rodden, Service Lead – Facilities Management
Critical friend (s)	

*Policy could include strategy, project or application: see guidance attached.

What are the main aims of the policy?	To reduce the number of cleaners employed within council offices by 20 part-time posts
What are the intended outcomes of the policy	To achieve £179,780 savings in financial year 2019/20

Section Two: What are the Likely Impacts of the Policy?

Will the policy impact upon the whole population of South Ayrshire <i>or</i> particular groups within the population (please specify)	It will impact on users within council premises which are cleaned by South Ayrshire employees.
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Considering the following Protected Characteristics and themes, what likely impacts or issues does the policy have for the group or community.

List any likely positive and/or negative impacts

Protected Characteristics	Positive and/or Negative Impacts
Race: Issues relating to people of any racial group, ethnic or national origin, including gypsy travellers and migrant workers	It is not anticipated that there will be any direct or indirect impact on this protected characteristic
Sex: Issues specific to women or men	The cleaning workforce is predominantly female therefore the risk of negative impact through potential redundancy is higher for this gender.
Disability: Issues relating to disabled people	It is not anticipated that there will be any direct or indirect impact on this protected characteristic
Age: Issues relating to a particular age group e.g. older people or children and young people	It is not anticipated that there will be any direct or indirect impact on this protected characteristic
Religion or Belief: issues relating to a person's religion or belief (including non-belief)	It is not anticipated that there will be any direct or indirect impact on this protected characteristic
Sexual Orientation: Issues relating to a person's sexual orientation i.e. lesbian, gay , bi-sexual, heterosexual	It is not anticipated that there will be any direct or indirect impact on this protected characteristic

Marriage and Civil Partnership: Issues relating to people who are married or are in a civil partnership.	It is not anticipated that there will be any direct or indirect impact on this protected characteristic
Gender Reassignment: Issues relating to people who have proposed, started or completed a process to change his or her sex.	It is not anticipated that there will be any direct or indirect impact on this protected characteristic
Pregnancy and Maternity: Issues relating to the condition of being pregnant or expecting a baby and the period after the birth.	It is not anticipated that there will be any direct or indirect impact on this protected characteristic
Multiple / Cross Cutting Equality Issues Issues relating to multiple protected characteristics.	No identified cross cutting issues

Equality and Diversity Themes Particularly Relevant to South Ayrshire Council	
Health Issues and impacts affecting people's health	No anticipated impact.
Human Rights: Issues and impacts affecting people's human rights such as being treated with dignity and respect, the right to education, the right to respect for private and family life, and the right to free elections.	No anticipated impact
Rurality Impacts relating to living and working in a rural community	No anticipated impact
Deprivation Issues relating to poverty and social exclusion, and the disadvantage that results from it.	No anticipated impact

Section Three: Evidence Used in Developing the Policy

<p>Involvement and Consultation In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation? Who did you involve, when and how?</p>	<p>There has been no consultation with affected staff groups at this time. Trade Unions have been advised and consulted on the proposed policy</p>
<p>Data and Research In assessing the impact set out above what evidence has been collected from research or other data. Please specify <i>what</i> research was carried out or data collected, <i>when</i> and <i>how</i> this was done.</p>	<p>N/A</p>
<p>Partners data and research In assessing the impact set out above what evidence has been provided by partners. Please specify partners</p>	<p>N/A</p>
<p>Gaps and Uncertainties Have you identified any gaps or uncertainties in your understanding of the issues or impacts that need to be explored further?</p>	<p>The Council does not hold information on every protected characteristic however based on the information which is available no gaps or uncertainties have been identified.</p>

Section Four: Detailed Action Plan to address identified gaps in:

- a) evidence and
- b) to mitigate negative impacts

No	Action	Lead Officer(s)	Timescale
1	Managing Change Policy will apply to staff directly affected. Implementation will be monitored to identify any equality issues	Jennifer Rodden	2019/20

Section Five - Performance monitoring and reporting

Considering the policy as a whole, including its equality and diversity implications:

When is the policy intended to come into effect?	August 2019
When will the policy be reviewed?	N/A
Which Scrutiny Panel will have oversight of the policy?	N/A

Summary Equality Impact Assessment Implications & Mitigating Actions

Name of Policy: PLACE – FM – S18 Cleaning & Janitorial - Council Offices

This policy will assist or inhibit the Council's ability to eliminate discrimination; advance equality of opportunity; and foster good relations as follows:

<p>Eliminate discrimination</p> <p>The reduction in the total number of cleaning posts impact a predominantly female workforce.</p>
<p>Advance equality of opportunity</p> <p>The reduction in the total number of cleaning posts impact a predominantly female workforce.</p>
<p>Foster good relations</p> <p>The change and review process will require to be managed effectively to ensure good relations are maintained with staff and trade unions.</p>

Summary of Action Plan to Mitigate Negative Impacts	
Actions	Timescale
Consultation with staff and trade unions to ensure the process is managed sensitively and effectively.	June 2019

<p>Signed: </p> <p>Date: 25 February 2019</p>	<p>.....Service Lead – Facilities Management</p>
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