

**Equality and Rurality Impact Assessment Form –  
Section 8 of CDC- Draft Transition Plan Covering Report July 2024**

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet

Once completed a copy should be emailed to [cheryl.sloan@publicagroup.uk](mailto:cheryl.sloan@publicagroup.uk) to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Andrew Pollard, Interim Programme Director

Date of assessment: 24/06/2024

Telephone: 01993861297

Email: [andrew.pollard@westoxon.gov.uk](mailto:andrew.pollard@westoxon.gov.uk)

2. Name of the policy, service, strategy, procedure, or function:

Is this a new or existing one?

New. Proposal to in-source a number of services currently provided by Publica, back into the respective Councils (Cotswold, West Oxfordshire, Forest of Dean). This will impact circa 270 job roles, currently delivered through Publica.

3. Briefly describe its aims and objectives

- A more focused and defined approach to driving each council’s priorities through their corporate plan strategies.
- Greater clarity and focus for those functions remaining with Publica.
- Greater clarity over roles, responsibilities and accountabilities – and where direction is set from.
- How performance and value for money is understood and managed and how it can be more clearly defined and measured.
- Simplification of processes and in determining whether and how resources can be deployed and redeployed as priorities shift.

- Greater responsiveness and agility so as to be able to deliver Member priorities.
- Greater focus on locality and local services.
- Employing people locally, using this in support of economic growth (e.g. apprenticeships), being more accessible and visible and foster the spirit of communities.
- Much better definition between Policy and high-level strategy on the one hand and delivery on the other. More defined control.
- Opportunity to group services to accelerate efficiencies, by identifying synergies between certain services before moving and re-defining services.
- Being responsive and business-like – adopting a more commercial mindset when considering engagement with businesses, residents and key stakeholders, ensuring a cost recovery approach is implemented whenever possible to maximise service efficiencies.
- Better focus and ability to drive the sustainability agendas of all Councils.

4. Are there any external considerations? (e.g. Legislation/government directives)

Services that are proposed to transfer from Publica back into the Council will be statutory services and therefore a smooth transition with minimal impact to BAU is required.

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	<input type="checkbox"/>	
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equality data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<input type="checkbox"/>	
Comparisons between similar functions/policies elsewhere	<input type="checkbox"/>	

Analysis of audit reports and reviews	X	The proposal to insource services has been developed through the commissioning of two reviews/reports from Human Engine and Local Partnerships. Links to reports can be found here: <a href="#">Human Engine Report: Strategic Review of Publica Services</a> <a href="#">Local Partnerships Report: Insourcing from Publica</a>
Other:	<input type="checkbox"/>	

6. Please specify how intend to gather evidence to fill any gaps identified above:

If the proposal is approved through Cabinet / Executive, Council and Overview and Scrutiny, a full meaningful consultation process will commence with the services and roles that are impacted by this proposal. This will be a formal consultation process under the Transfer of Undertakings, Protection of Employment (TUPE). Any feedback from the consultation process will feed into the decision-making and any proposals which are then taken forward.

7. Has any consultation been carried out?

No

Formal consultation will commence should the proposals be agreed at Cabinet / Executive, Council and Overview and Scrutiny, which will be subject to formal consultation.

Consultation will commence in September and is scheduled to be completed early to mid-October, with a proposed transfer date of 01/11/24.

If NO please outline any planned activities

8. What level of impact either directly or indirectly will the proposal have upon the general public/staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	X
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
<p>Comments: e.g. employees will be impacted by this proposal. Circa 270+ roles have been identified as potentially transferring under TUPE subject to consultation. TUPE will protect the terms and conditions of employees who transfer.</p> <p>There will be a small number of employees who will fall outside of TUPE due to their roles being fragmented. A formal consultation process will also be completed for these employees.</p>	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

*Negative – it could disadvantage and therefore potentially not meet the General Equality duty;*

*Positive – it could benefit and help meet the General Equality duty;*

*Neutral – neither positive nor negative impact / Not sure*

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			x	Under TUPE, the new employer should step into the shoes of the old employer, with minimal impact on the transferring employees.	<p>A formal consultation process will be undertaken with all employees who are in scope.</p> <p>Anyone in roles that are fragmented and will not remain shared will have the opportunity to take on new roles at one of the Councils.</p> <p>Any employee who is not on a Local Government Pension scheme will be auto-enrolled onto LGPS.</p>
Age – Old People			x		
Disability			x		
Sex – Male			x		
Sex – Female			x		
Race including Gypsy and Travellers			x		
Religion or Belief			x		
Sexual Orientation			x		
Gender Reassignment			x		
Pregnancy and maternity			x		

Geographical impacts on one area					
Other Groups					
<b>Rural considerations:</b> i.e. Access to services; leisure facilities, transport; education; employment; broadband.					This will not be impacted as the same service will be delivered, it will just be managed directly by the Council rather than through Publica.

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
Employee Consultation	Cheryl Sloan / John Llewellyn	Supported by HRBPs	Commencing 2 <sup>nd</sup> September 2024.

11. Is there anything else that you wish to add?

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**Declaration**

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure, or function, and where a negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Andrew Pollard	Date:	24 June 2024
Line Manager:		Date:	
Reviewed by Corporate Equality Officer:	Cheryl Sloan	Date:	24 June 2024

