

Equality Impact Assessment

1	Identify the aims of the policy/service/function and how it is implemented.		
	Key questions	Response	Additional Notes
1.1	Is this an existing or a new policy function?	Review of existing service	
1.2	What is the aim, objective or purpose of the policy/service/function?	To maintain Maidstone's parks to agreed management plans, to provide MBC staff presence and to act as point of contact for visitors to parks at agreed times	
1.3	What outcomes do you want to achieve with this policy and for whom?	To update staffing arrangements for the parks to better meet operational and customer needs, e.g. improving staff presence at times when parks are at their busiest. In addition this plan will update long-standing working practices which result in staff working excessive hours, particularly during the summer months.	
1.4	Who is the policy/function being aimed at?	Council's customers (visitors to parks) and council employees	
1.5	Who defines or defined the policy/function?	Corporate Management Team	
1.6	Who implements the policy/function?	Director of Change, Planning and Environment	
1.7	How do these outcomes meet or hinder other policies, values or objectives of the public authority	The implementation of this review supports the priorities of the Strategic Plan, in particular priority 3 – corporate and customer excellence	
1.8	What factors or forces are at play that could contribute or detract from the outcomes identified earlier?	Staff being reluctant to change long-standing working practices or terms and conditions.	
1.9	Taking the nine strands of equalities is there anything in	None at present	

	the policy that could discriminate or disadvantage any of these groups?		
1.10	From your perspective, how is the policy actually working in practice for each equalities group?	Not yet implemented.	
1.11	How does the local authority interface with other bodies in relation to the implementation of this policy function?	The Parks and Open Spaces team interface regularly with a number of different parks user groups	
2	Consideration of available data, research and information		
	Key questions	Aim of question / supplementary questions	Notes
2.1	What do you already know about who uses and delivers this service?	No change in personnel is expected through this proposal so the service will continue to be delivered by the existing staff	
2.2	What additional information is needed to ensure that all equality groups' needs are taken into account?	Consultation with the unions and all those affected. Each member of the team to be informed of the changes.	
2.3	How are you going to go about getting the extra information that is required	Staff and union reps have been involved in the development of the proposals. Consultation and further discussions with the staff concerned will provide additional information	
3	Formal consultation		
	Key questions	Aim of question / supplementary questions	Notes
3.1	Who do we need to consult with?	Trade unions Staff in the team.	
3.2	What method/form of consultation can be used?	Consultation with Trade Union followed by consultation with individual team members	
4	Assessment of impact		
	Key questions	Aim of question / supplementary	Notes

		questions	
4.1	Have you identified any differential impact and does this adversely affect any groups in the community?	The changes will provide a much better match of staff presence in the parks and actual parks use. No adverse effects have been identified	
4.2	If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?	n/a	
4.3	If there is nothing you can do, can the reasons be fairly justified?	n/a	
5	Consideration of measures that might mitigate any adverse impact as well as alternative policies that might better achieve the promotion of equality of opportunity.		
	Key questions	Aim of question / supplementary questions	Notes
5.1	Does any of the changes in relation to the adverse impact have a further adverse affect on any other group?	No	
5.2	Further explore, if necessary, the changes following the questions in section 4.	n/a	
INTERNAL PROCESSES FOR THE ORGANISATION – TO BE FURTHER EXPLORED AT THE END OF THE MENTORING PROCESS.			
6	Making a decision in the light of data, alternatives and consultations		
	Key questions	Aim of question / supplementary questions	Notes
6.1	The organisations decision making process	CMT and Chief Exec in consultation with the Leader	
7	Monitor for adverse impact in the future and publication of results of such monitoring		
	Key questions	Aim of question / supplementary questions	Notes
7.1	What have we found out in completing this EqIA? What can we learn for the future?	That thorough consultation, particularly with Trade Union and staff will be required as part of the implementation	
7.2	Who will carry out monitoring?	Director, Assistant	

		Director, Head of HR and Environment Manager	
7.3	What needs to be monitored?	The change process and implementation of the new working arrangements	
7.4	What method(s) of monitoring?	Consultation with those affected and liaison with Parks and Open spaces team	
7.5	How will the monitoring information be published?	Update report to CMT	
8	Publication of results of the impact assessment		
	How will this be published	CMT reports	