

## **Equality Analysis Report**

<b>Title of activity / Budget Proposal title and number</b> Welcome and Retention Payment Scheme for Children's Services Social Workers	<b>Committee meeting (decision maker) and date</b> <i>Chief Executive delegated decision</i>
<b>Service area</b> Personnel Services / Children's Services	<b>Lead officer</b> Colin Foster, Director Children's Services
<b>Approved by</b> Colin Foster, Director Children's Services	<b>Date of approval</b> 29 August 2018
<p><b>Description of activity:</b></p> <p>The proposed welcome and retention payment scheme is part of the Council's recruitment and retention strategy and aims to assist in tackling the national shortage of qualified Social Workers working in Children's Services. The purpose of the scheme is to encourage Social Workers to join Bedford Borough Council and encourage employees to remain in the Council's employment therefore retaining valuable skills.</p> <p>The scheme aims to address the recruitment and retention of hard to fill posts within Children's Social Care. It will be reviewed annually.</p> <p>The council will operate two payments within this strategy:</p> <ol style="list-style-type: none"> <li>1. A welcome payment intended to attract employees into hard to fill posts within Children's Social Care.</li> <li>2. A retention payment intended to support retention of existing social workers within Children's Social Care.</li> </ol> <p>All employees in the posts of 'social worker' and 'experienced social worker' and 'advanced practitioner' joining Bedford Borough Council Children's Services on or after 1st September 2018 will be eligible for the welcome and retention payment.</p> <p>The purpose of this equality analysis is to ensure that the Scheme considers all relevant protected characteristics.</p>	

## **Relevance Test**

1. The outcomes of the activity directly and significantly impact on people, e.g. service users, employees, voluntary and community sector groups.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2. The activity could / does affect one or more protected equality groups.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3. The activity could / does affect protected equality groups differently.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4. One or more protected equality groups could be disadvantaged, adversely affected or are at risk of discrimination as a result of the activity.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5. The activity relates to an area where there are known inequalities.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6. The activity sets out proposals for significant changes to services, policies etc. and / or significantly affects how services are delivered.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7. The activity relates to one or more of the three aims of the Council's equality duty.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
8. The activity relates to the Council's Corporate Plan objectives, is a significant activity and / or presents a high risk to the Council's public reputation.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9. An equality analysis of this activity is required.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
This activity has no relevance to Bedford Borough Council's duty to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations. An equality analysis is not needed.				<input type="checkbox"/>
<b>Explanation why equality analysis is not needed</b>				

## **Scope of equality analysis**

<b>Who is / will be impacted by the activity's aims and outcomes?</b>	Bedford Borough Council employees in the post of 'social worker', 'experienced social worker' and 'advanced practitioner' within Children's Services.
<b>Which particular protected equality groups are likely / will be affected?</b>	The Scheme is most relevant, and needs to consider: Age Disability Pregnancy and maternity

	Race Sex
--	-------------

### Evidence, data, information and consultation

What evidence have you used to analyse the effects on equality?	<div>1. Employee data for Children’s Services social worker posts</div> <div>2. The council's workforce Equality Report 2016-2017</div>																																													
What consultation did you carry out with protected equality groups to identify your activity’s effect on equality?	One week staff consultation was carried out between with the Director for Children’s Services carrying out staff briefings. Consultation with the council's recognised trade unions ran concurrently during this time and unions were able to attend the consultation events.																																													
What does this evidence tell you about the different protected groups?	<div>1. Employee data for Children’s Services social worker posts</div> <div>At 20/8/18 Children’s Services employed 53 employees in social worker posts; this includes the posts of ‘social worker’, ‘experienced social worker’ and ‘advanced practitioner’.</div> <div>Of the 53 employees 20 are in Group A, 26 are in Group B and 7 are social workers but not in either group A or B. The 7 workers are in the Youth Offending Service where recruitment is not an issue and therefore are not included in Group A or B.</div> <table><tr><th></th><th>All employees</th><th>Group A</th><th>Group B</th><th>YOS</th></tr><tr><td>Total</td><td>53</td><td>20</td><td>26</td><td>7</td></tr><tr><td>Male</td><td>13</td><td>3</td><td>5</td><td>5</td></tr><tr><td>Female</td><td>40</td><td>17</td><td>21</td><td>2</td></tr><tr><td>Level - Social Worker</td><td>15</td><td>8</td><td>4</td><td>3</td></tr><tr><td>Level - Experienced Social Worker</td><td>26</td><td>8</td><td>15</td><td>3</td></tr><tr><td>Level - Advanced Practitioner</td><td>12</td><td>5</td><td>4</td><td>3</td></tr><tr><td>Disability</td><td>3</td><td>2</td><td>1</td><td>0</td></tr><tr><td>20 - 29</td><td>2</td><td>2</td><td>0</td><td>0</td></tr></table>		All employees	Group A	Group B	YOS	Total	53	20	26	7	Male	13	3	5	5	Female	40	17	21	2	Level - Social Worker	15	8	4	3	Level - Experienced Social Worker	26	8	15	3	Level - Advanced Practitioner	12	5	4	3	Disability	3	2	1	0	20 - 29	2	2	0	0
	All employees	Group A	Group B	YOS																																										
Total	53	20	26	7																																										
Male	13	3	5	5																																										
Female	40	17	21	2																																										
Level - Social Worker	15	8	4	3																																										
Level - Experienced Social Worker	26	8	15	3																																										
Level - Advanced Practitioner	12	5	4	3																																										
Disability	3	2	1	0																																										
20 - 29	2	2	0	0																																										

<b>30 - 39</b>	21	9	10	2
<b>40 - 49</b>	14	4	7	3
<b>50 - 59</b>	16	5	9	2
<b>60+</b>	0	0	0	0
<b>White-British</b>	40	14	21	5
<b>Non White-British *</b>	13	6	5	2

\*There is a risk of personal disclosure due to low numbers in some ethnic groups therefore the data is suppressed and presented in this way.

## **2. The council's workforce Equality Report 2016-2017**

The council analyses and publishes workforce information for council employees as required by the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. The report looks at recruitment, retention, disciplinary and grievances, training and pay data for all council employees; it is analysed at council level, not individual directorate or service level. The report is published on the council website here:

[http://www.bedford.gov.uk/community\\_and\\_living/equality\\_and\\_diversity/equality\\_information.aspx](http://www.bedford.gov.uk/community_and_living/equality_and_diversity/equality_information.aspx)

### Age

Across the council as a whole:

- There are a disproportionately high percentage of disciplinary cases that involve employees aged 45 – 49 years old.
- There are a disproportionately higher percentage of employees aged 39 years and younger who leave council employment.

### Disability

- The profile of employees leaving the council by disability is proportionate to the overall percentage of employees with a disability / disabilities.

### Race

Across the council as a whole (based on numerically low numbers):

	<ul style="list-style-type: none"> <li>• There are a disproportionately high percentage of disciplinary cases that involve 'Black/Black British' employees.</li> <li>• Black African feel employees make up the second largest ethnic minority group of employees leaving council employment; within this there is a trend of Black African women employed in social care to disproportionately leave council employment.</li> </ul> <p><u>Sex</u></p> <ul style="list-style-type: none"> <li>• The profile of employees leaving the council by sex shows a slightly higher percentage of male employees leaving council employment.</li> </ul> <p><b>3. Staff and trade union consultation</b>          Whilst there were concerns about which types of posts should be eligible for the retention payment, no equality specific issues were raised from the consultation meeting and responses.</p>
<b>What further research or data do you need to fill any gaps in your understanding of the potential or known effects of the activity?</b>	None

### General Equality Duty

<b>Which parts of the general equality duty is the activity relevant to?</b>			
	Eliminate discrimination, harassment and victimisation	Advance equality of opportunity	Foster good relations
Age	The scheme is most relevant to the Council's duty to have due regard to the elimination of unlawful discrimination. This equality analysis is ensuring there is no potential discrimination in the scheme and its		

	application.		
Disability	As above		
Gender reassignment			
Pregnancy and maternity	As above		
Race	As above		
Religion or belief			
Sex	As above		
Sexual orientation			
Marriage & civil partnership			

### **Impact on equality groups**

<b>Based on the evidence presented what positive and negative impact will your activity have on equality?</b>				
	Positive impact	Negative impact	No impact	Explanation
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The council's workforce data shows there is potential for employees aged 45-49 to be impacted in receiving retention payments because they are more likely to be subject to the formal disciplinary process. Furthermore, workforce data shows that a disproportionately higher percentage of employees aged 39 years and younger leave council employment.</p> <p>The data relates to the overall council workforce. In implementing the scheme, the impact of disciplinary processes and retention payment, will be monitored by age to identify if there are any issues within Children's Services.</p>

Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The council's Probationary Service Review Guidelines includes attendance as a standard for consideration as part of a new employee probationary period. This may potentially impact social worker's with disability related illnesses, who hit absence triggers affecting their probationary period, from receiving a welcome payment.</p> <p>To address this potential negative impact, the Welcome and Retention Payment Scheme makes a reasonable adjustment by not considering disability related illnesses as part of any probationary period for the purpose of entitlement to payment. As such, in 4.10 of the scheme, management can consider whether it is appropriate to make a welcome retention payment if all other probationary standards have been met.</p>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Pregnant employees and employees on maternity leave have been considered by the Welcome and Retention Payment Scheme. In recovering welcome payments for those that leave Children's Services employment, the Scheme does not consider any reason for leaving employment that relates to pregnancy on maternity leave. Furthermore, employees on maternity leave (and adoption or shared parental leave) will continue to receive welcome and retention payments.</p>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Whilst the numbers involved are statistically too small to make any strong conclusion of a negative impact, the council's workforce data shows that there is potential for Black/Black British employees to be impacted in receiving retention payments because they are more likely to be subject to the formal disciplinary process. Furthermore, workforce data shows that Black African female employees within social care disproportionately left council employment in 2016-2017.</p> <p>The data relates to the overall council workforce. In implementing the scheme, the impact of disciplinary processes and retention payment, will be monitored by race for any issues within Children's Services.</p>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Part time employees, who are predominantly women, have been considered by the Welcome and Retention Payment Scheme and will be eligible to receive both welcome and retention payments on a pro-rata basis.</p> <p>The equality analysis has considered whether the implementation of the scheme could result in equal pay claims. The scheme responds to national and local evidence of a shortage of qualified Social Workers working in Children's Services. This is a justifiable means of achieving a legitimate aim. In implementing the scheme, payments will only be made where it is objectively justifiable to do so. Payments are not contractual and will be reviewed annually; this will allow for market conditions to be considered and where no longer objectively justified, the scheme will not be implemented.</p>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Other relevant groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### **Commissioned services**

<b>What equality measures will be included in Contracts to help meet the three aims of the general equality duty?</b>	N/A
<b>What steps will be taken throughout the commissioning cycle to meet the different needs of protected equality</b>	N/A



groups?	
---------	--

### Actions

	What will be done?	By who?	By when?	What will be the outcome?
<b>Actions to lessen negative impact</b>	None identified			
<b>Actions to increase positive impact</b>	None identified			
<b>Actions to develop equality evidence, information and data</b>	Monitor implantation of scheme by age and race and retention payments	Chief Officer for Children's Services (Chief Social Worker)	August 2019	Determine if implementation of scheme affects employees of a particular age or ethnic background
<b>Actions to improve equality in procurement / commissioning</b>	N/A			
<b>Other relevant actions</b>	None identified			

### Recommendation

<b>No major change required</b>	<input checked="" type="checkbox"/>	
<b>Adjustments required</b>	<input type="checkbox"/>	
<b>Justification to continue the activity</b>	<input type="checkbox"/>	
<b>Stop the activity</b>	<input type="checkbox"/>	

### Summary of analysis

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

The equality analysis has considered employee data for social workers in Children's Services and trends and issues identified from the council's workforce report 2016-2017. It has focussed on age, disability, pregnancy and maternity, race and sex.

The equality analysis concludes that all the relevant protected characteristics have been considered. The equality analysis has identified the need for monitoring of implementation of the scheme, particularly by age and race.

### **Monitoring and review**

<b>Monitoring and review</b>	<b>Review date</b>
The Scheme will be reviewed annually.	August 2019.