



Equality Relevance Assessment

1. Details of proposal	
Policy title	Revised cleaning specification and scheduling in non-education buildings Revised cleaning schedule for primary and high schools
Lead officer	Jim Jack – Head of Operational Services
Date relevance considered	23/09/2013
2. Does the council have control over how this policy will be implemented?	
YES	<input checked="" type="checkbox"/> NO <input type="checkbox"/>
3. Do you have evidence or reason to believe that this policy will, or may potentially:	
General Duties	Impact on equality (Yes or No)
Reduce or increase discrimination, victimisation or harassment against people covered by the equality protected characteristics?	No
Reduce or increase equality of opportunity between people who share an equality protected characteristic and those who do not?	Yes
Provide opportunity to improve good relations between those who share an equality protected characteristic and those who do not?	No
4. Equality impact assessment required? (Two Yes above = full assessment necessary)	
YES	<input checked="" type="checkbox"/> NO <input type="checkbox"/>
5. Decision rationale	
<p>This proposal is likely to directly affect a near all female workforce, on low income, by potentially reducing their working hours or the number of positions available. For this reason we believe this should be subject to a full equality impact assessment.</p>	

- No assessment required – process ends
- Assessment required – continue to next section



West Lothian
Council

Equality Impact Assessment

1. Details of proposal	
Details of others involved	Jim Jack – Head of Operational Services Elizabeth Wark – Facilities Manager Daniel Matonti – Project Team Leader Kenny Selbie – Equality Officer Hannah Gardner – Equalities Analyst
Date assessment conducted	12/01/15
2. Aims of the proposed change to council policy or resources	
<p>The overall objective of the project that incorporates these policies is to deliver a leaner organisational structure within Operational Services alongside more efficient business processes. Some of the deliverables that are expected to include the introduction of mobile/agile working, a streamlined management structure, revised staffing requirements as a result of direct links to asset management savings and new ways of working. Efficiencies will include (among others) reducing cleaning provisions in education and non-education buildings and it is this budget measure that this EQIA relates to.</p>	
3. What equality data, research or other evidence has been used to inform this assessment?	
<p>Evidence was collected from local, national & academic research, including, census data for West Lothian. Research was also drawn from gender pay gap specialists <i>Close the Gap</i>, and the <i>EHRC</i>.</p>	
4. Details of consultation and involvement	
<p>The assessment has been subject to scrutiny by representatives of the equality community forums through a specific focus on Delivering Better Outcomes projects as agreed by the council's Corporate Working Group on Equality.</p>	
5. Issues identified and 'protected characteristics' impact (Covering: age; disability; gender; gender identity; pregnancy and maternity; race; religion or belief and sexual orientation equality)	

The proposed changes will identify a number of both adverse and positive impacts for this particular protected characteristic. Due to the makeup of the workforce profile of the support services (e.g. administration, cleaning / catering) in West Lothian Council, there is a possible risk that female employees could be adversely impacted. The posts affected by the proposed project are predominately support posts - with a large number of female employees within the cleaning services in education and non-education buildings.

Research published by *Close the Gap* indicates that women generally work in a handful of job roles. Defined as the 'five C's', women are more likely to be found in one of these low-paying roles: cleaning; catering; clerical (administration); cashiering (retail); and caring work. Women are also far more likely to work in the public sector than men, with women representing 67% of employees in local government, and 78% of NHS staff (*Economics of Occupational Segregation, Close the Gap*)

Those who have caring responsibilities may also be adversely affected by the proposed plans. Primary carers of children are more likely to be female, and as a result there is a direct overlap between these protected groups. This group may be affected if there is a change to the geographical location of their workplace, or a change to their working hours. Females and those with caring responsibilities are more likely to work part-time hours, and therefore a change to work structures may impact on them in a negative way (*Close the Gap, 2013*). 41% of women in employment worked part-time in 2005, compared with 10% of men. This proportion of women is largely unchanged since 1984. The Office for National Statistics data for March 2011 – April 2012 show 48% of women employees in Scotland working part-time, compared to 16% of men (*Scottish Government, 2013*).

Changes to and the implementation of the Cleaner Communities model could also have a disproportionate impact on men. The project proposes a series of role changes and service integrations within operational services; namely, those who are responsible for keeping our community clean i.e. waste enforcement officers / refuse collection. These roles are predominately carried out by males, and as a result, restructuring could adversely impact them. Results from the 2011 Scottish Census indicate that there are significantly more men, than women working in transport related roles and maintenance services.

Since 2004, the number of EU A8 migrants into the UK has increased by over 700,000 (EHRC). The A8 migrants are primarily made up of individuals from 'Eastern European' countries. Research conducted by the Migration Observatory at Oxford University, estimate that Eastern European migrants make up 25% of all workers employed in 'elementary cleaning occupations' in the UK. As a result, the proposed changes could have a detrimental impact on these workers. The 2011 Scottish Census reported that over 3000 individuals identified themselves as 'white Polish'. The Census did not account for other Eastern European backgrounds; however, as a result of previous research conducted, we can estimate that this ethnic group make up a significant proportion of our population.

6. What measures are in place to monitor the actual impact following implementation?

The Delivering Better Outcomes projects are being monitored by the Modernisation Board during implementation and equality impact assessment is identified as a key enabler for projects.

7. Recommendation

- Implement proposal with no amendments
- Implement proposal taking account of mitigating actions (as outlined below)
- Reject proposal due to disproportionate impact on equality

8. Mitigating actions and additional outputs

The council has a position of no compulsory redundancy. While an individual's current post and working practices may be impacted upon by a number of budget proposals, the potential impact of compulsory redundancy is mitigated regardless of a protected characteristic. The workforce management policy enables staff that may be displaced to be offered alternative posts elsewhere in the service or organisation. Significant opportunities for flexible transition, including training and development, are supported. Skills matching and the consultation process ensure that the particular needs and issues of each individual employee are taken into account during the implementation of the policy. Work is being undertaken to profile the council's workforce. This will assist to pro-actively identify services or teams that have capacity to accept employees via the redeployment process. This work assists in advance to identify required skills, training and other development which may be necessary to transition from one role into another. The council's policies on flexible working, reduced hours working, voluntary severance and early retirement provide further options to manage and mitigate the impact of the measure.

- **Equality impact assessment completed**