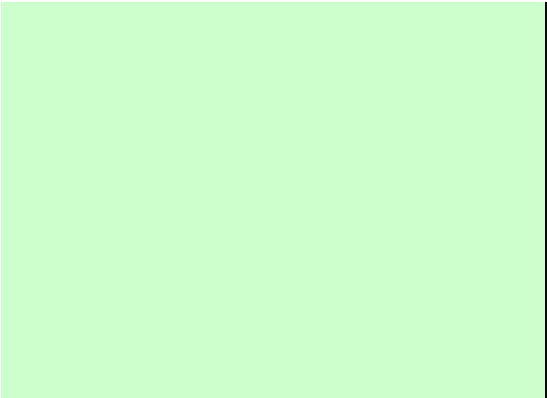


2. Have you identified any gaps in relation to the above question? Yes No X



relevant policies and procedures, Formal Consultations and Briefings with Staff Groups at key stages, discussions with managers in one to one meetings, creation of a mailbox for staff to raise questions, queries and concerns, opportunity to discuss options with an independent consultant, access to a range of resources and support from HR including interview techniques, information available in electronic and hard copy format and briefings have been held in venues that are Equality Act (2010) compliant.

Staff: Analysis shows from the 52 Impacted staff at City Serve:
35 are Female
17 are Male

Sexual orientation

The restructuring of the Head Office has been consulted on to ensure effective communication and dialogue with all Employee's with a particular focus on affected staff, Schools, HR Representatives and Trade Unions on the proposals as part of the consultation process.

Events include: Regular Trade Union Consultations, Regular HR Meetings to ensure compliancy with all relevant policies and procedures, Formal Consultations and Briefings with Staff Groups at key stages, discussions with managers in one to one meetings, creation of a mailbox for staff to raise questions, queries and concerns, opportunity to discuss options with an independent consultant, access to a range of resources and support from HR including interview techniques, information available in electronic and hard copy format and briefings have been held in venues that are Equality Act (2010) compliant.

4. Who are the main stakeholders and what are their requirements?

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Step 5 – Making a Decision

8. Summarise your findings and give an overview of whether the policy, strategy, function or service will meet the authority’s responsibilities in relation to equality and support the

Existing management monitoring tools, such as at One to one's, Supervisions, Team/Area Meetings will be used to monitor any impacts on teams / staff caused by the reduction of staff numbers and changes in restructuring the City Serve

Step 7 – Action Plan

Any actions identified as an outcome of going through the Steps 1 – 6, should be

Procurement and Partnership		Corporate HR <ul style="list-style-type: none"> Transition Plan 			
		N/A			
Monitoring, Evaluation and Reviewing		Transition Plan Programme Board Project Board	April 2013 to Sept 2014	Nimmi Patel / Sheila Walker	Directorate

Quality Check and Review by the Directorate Contact Officer:

Name: Veronika Quintyne	Directorate Team: Governance and Policy	Review Date: April 29 2014
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Summary of strengths and area(s) for improvement:

Analysis of Information about the staff groups affected by the restructure has been analysed. It will be subject to on-going monitoring to analyse any negative consequences on individual staff or groups of staff. This may be further strengthened by noting this under the protected characteristics.

A detailed transition plan has been developed in order to ensure the minimalisation of any potential impact of losing skilled staff is minimised. This has included analysing existing procedures and arrangements for handovers and a skills transfer.

A full action plan is outlined charting changes to 2014 this could be further strengthened by outlining monitoring of change during 2015. This will help with any future service review and the measuring of outcomes.

Service Director or Senior Officer (sign-off)

Name: Required	Job Title: Required	Date: Required
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