

EQUALITY IMPACT ASSESSMENT - TRAFFORD COUNCIL

A. Summary Details		
1	Title of EIA:	Trafford Trading Approach - CCTV
2	Person responsible for the assessment:	Sharon Winn - Senior Business Change Manager
3	Contact details:	Tel: 0161 912 1214
4	Section & Directorate:	Transformation and Resources > Partnership and Communities
5	Name and roles of other officers involved in the EIA, if applicable:	Judith Parkes - Business Change Analyst Waseem Tahir - Business Change Analyst

B. Policy or Function		
1	Is this EIA for a policy or function?	Policy <input type="checkbox"/> N Function <input checked="" type="checkbox"/>
2	Is this EIA for a new or existing policy or function?	New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Change to an existing policy or function <input checked="" type="checkbox"/>
3	What is the main purpose of the policy/function?	The purpose of this project is to consider the options for delivering the CCTV service including changes to the staffing structure. The project proposals represents phase 1 of the move to the new model to be implemented in 2015 and, as far as possible, aligns with the future needs of the Council. The CCTV team provides camera monitoring to the Council, schools

		<p>and a housing association. It also provides an out of hour calls service for highways and social services related enquiries.</p> <p>A review has been undertaken to of the CCTV service to look at how to maximise efficiency and continue to provide value for money, in line with the Council's 'Reshaping Trafford' approach. It is proposed that a new rota be introduced where a single operator will be used to support the CCTV control room, from Monday to Friday, 7am to 7pm. This will result in a reduction in the size of the CCTV team from 10 to 8 posts.</p>
4	Is the policy/function associated with any other policies of the Authority?	<p>This function is linked with the Council's Procurement Policy. The purpose is to harness a commercial professional approach to deliver better value for money services.</p> <p>The function is also linked with the 'Reducing Crime, Protecting People 2012-15 Strategy'.</p>
5	Do any written procedures exist to enable delivery of this policy/function?	<p>The following legislation is adhered to by the service:</p> <ul style="list-style-type: none"> • Surveillance Camera Code of Practice 2013 • Data Protection Act 1998 & Data Protection Act – CCTV Codes of Practice 2008. • Regulation of Investigatory Powers Act 2000 (RIPA) • Freedom of Information Act
6	Are there elements of common practice not clearly defined within the written procedures? If yes, please state.	No

7	Who are the main stakeholders of the policy? How are they expected to benefit?	<p>The main stakeholders of the policy are:</p> <p>The Council - The changes to the service delivery model will contribute to creating a competitive and sustainable value for money CCTV service.</p> <p>Staff - The changes will reduce the number of staff employed by the service by 2 in total with the disestablishment of the CCTV Supervisor role and a reduction of CCTV Operator roles from 8 to 7.</p> <p>Residents – The CCTV service supports community safety in Trafford. The aim of these changes is to provide appropriate infrastructure and technology to ensure that residents in the Trafford borough remain safe and secure as far as possible.</p> <p>Local businesses - The options to develop Trafford Council’s CCTV service may provide opportunities for local organisations and companies to deliver services to The Council. Trading opportunities may also exist to provide CCTV services for local businesses in the Trafford borough.</p> <p>Schools - The options to develop Trafford Council’s CCTV service will include focussing on ensuring that they continue to access competitive and good quality CCTV services.</p> <p>Greater Manchester Police and Community Safety Team - The services delivered by the Council’s CCTV acts as a valuable deterrent and resource to help reduce incidents of crime in Trafford boroughs. The direction of travel for the CCTV service will carefully consider service delivery options to ensure that this partnership is maintained.</p>
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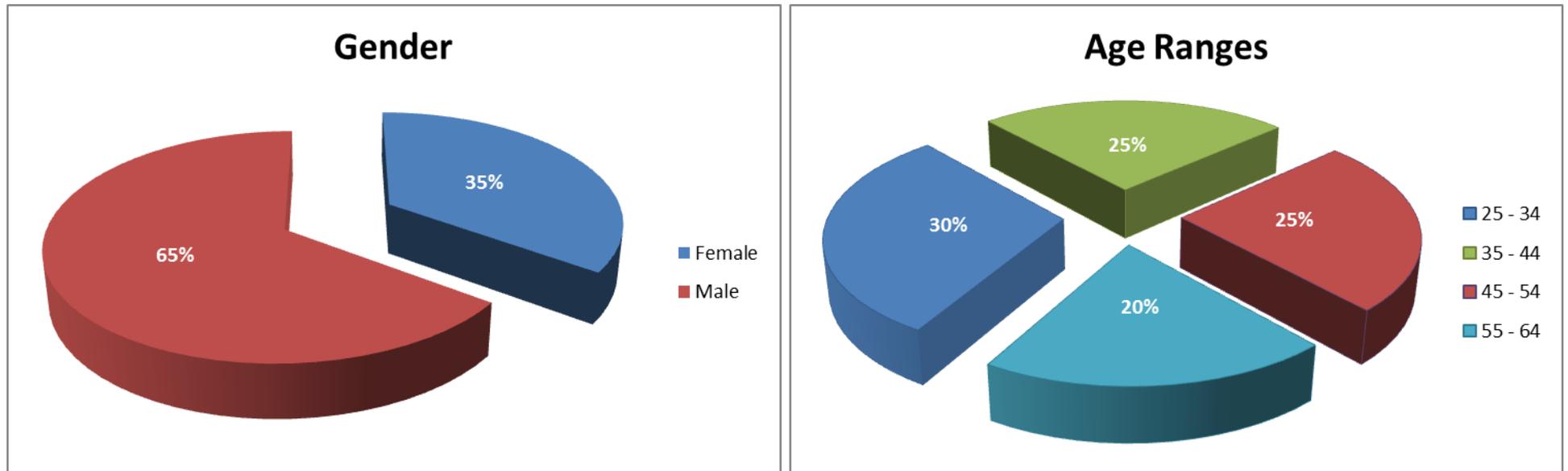
8	How will the policy/function (or change/improvement), be implemented?	<p>Following a period of staff consultation about the proposed changes, a new rota will be introduced where a single operator will be used to support the CCTV control room, from Monday to Friday, 7am to 7pm. The CCTV operator will be supported by the 24hr Control Room and the CCTV Manager, whose working hours are Monday to Friday, 9am to 5pm. The Operators work within a shared building. At the same time the supervisor role will be disestablished and supervisory activities in future carried out by the Manager.</p> <p>Soft market testing will be carried out in order to identify and consider alternative delivery models and determine the appetite from a third party to provide the service.</p>
9	What factors could contribute or detract from achieving these outcomes for service users?	<p>The factors that could contribute to achieving the outcomes for service users include:</p> <ul style="list-style-type: none"> • A detailed knowledge of the make-up of the Trafford Borough; • Established services already delivering products and services to schools and other customers; • Well established internal and external customer relationships; • A good reputation. <p>The factors that could detract from achieving the outcomes for service users include:</p> <ul style="list-style-type: none"> • A statutory requirement to achieve CCTV BS 5979 compliance; • A lack of investment to develop products and services; • Future legislative changes.

10	Is the responsibility for the proposed policy or function shared with another department or authority or organisation? If so, please state?	The Council's Community Safety Team work with Greater Manchester Police
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C. Data Collection		
1	What monitoring data do you have on the number of people (from different equality groups) who are using or are potentially impacted upon by your policy/ function?	The Council has equality monitoring data available for staff members potentially impacted by the proposed changes.
2	Please specify monitoring information you have available and attach relevant information*	Please see the data below for staff members directly affected
3	If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data?	

**Your monitoring information should be compared to the current available census data to see whether a proportionate number of people are taking up your service*

Profile of staff in scope directly affected



The staff profiles for the department indicate that all the staff affected, (8 in total) are from a White background and no one has declared themselves as disabled. The sexual orientation of 40% of staff members is not known. The remaining 60% of staff members identify themselves as heterosexual.

In respect to Gender, two thirds (65%) of the affected staff members are male and a third (35%) are female. The age ranges of staff members is fairly evenly split across the age groups.

D. Consultation & Involvement		
1	Are you using information from any previous consultations and/or local/national consultations, research or practical guidance that will assist you in completing this EIA?	Yes, previous reviews have been conducted to assess the viability of the CCTV service and to explore alternative options for delivery.
2	Please list any consultations planned, methods used and groups you plan to target. (If applicable)	Consultations with staff will be carried out.
3	**What barriers, if any, exist to effective consultation with these groups and how will you overcome them?	<p>Geographical Barriers A dedicated website (www.reshapingtrafford.com) for staff has also been created to communicate project information and updates. A digital version 'Reshaping Trafford Newsletter' is also produced at regular intervals and posted to the site. Staff members can sign up to receive email and text alerts.</p> <p>Technological Barriers Staff without access to the intranet or email are informed of the changes via a paper version of the Reshaping Trafford Newsletter'. Heads of Service are also ensuring that copies of the newsletter are posted on all relevant noticeboards for staff members to view.</p> <p>Individual & Team Feedback Staff members will be informed of the changes in 1-1 meetings with their managers and at team meetings.</p>

**It is important to consider all available information that could help determine whether the policy/ function could have any potential adverse impact. Please attach examples of available research and consultation reports*

E: The Impact – Identify the potential impact of the policy/function on different equality target groups

The potential impact could be negative, positive or neutral. If you have assessed negative potential impact for any of the target groups you will also need to assess whether that negative potential impact is high, medium or low

	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Gender – both men and women, and transgender;			✓	It is not expected that the proposed changes will have a negative impact upon the equality target group. The disestablished CCTV Supervisor role is held by a female member of staff. This role is ring-fenced to the CCTV Operator role, which presents an equal opportunity for appointment regardless of gender
Pregnant women & women on maternity leave			✓	No staff members in the CCTV service are pregnant or on maternity leave.
Gender Reassignment			✓	Not applicable
Marriage & Civil Partnership			✓	Not applicable
Race- include race, nationality & ethnicity (NB:			✓	Not applicable

the experiences may be different for different groups)				
Disability – physical, sensory & mental impairments			✓	The data available highlights that there are no disabled staff in the service.
Age Group - specify eg; older, younger etc)			✓	There is an even spread of age ranges within the service, indicating an equal opportunity for staff members to apply for posts. It is not expected that the proposed changes will have a negative impact upon the equality target group
Sexual Orientation – Heterosexual, Lesbian, Gay Men, Bisexual people			✓	Not applicable
Religious/Faith groups (specify)			✓	Not applicable

As a result of completing the above what is the potential negative impact of your policy?

High **Medium** **Low**

F. Could you minimise or remove any negative potential impact? If yes, explain how.

Race:	
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	Gender, including pregnancy & maternity, gender reassignment, marriage & civil partnership	
	Disability:	
	Age:	
	Sexual Orientation:	
	Religious/Faith groups:	
Also consider the following:		
1	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for a particular equality group or for another legitimate reason?	N/A
2	Could the policy have an adverse impact on relations between different groups?	No
3	If there is no evidence that the policy <i>promotes</i> equal opportunity, could it be adapted so that it does? If yes, how?	N/A

G. EIA Action Plan

Recommendation	Key activity	When	Officer Responsible	Links to other Plans	Progress milestones	Progress
Regular checkpoint meetings with Trafford Trading Approach (TTA) Project Team to align EIA for CCTV and overall EIA for TTA	Meeting	At key milestones during process	WT & SW	N/A		
Communication with staff	Staff communication via the Reshaping Trafford website	Updates are issued at regular intervals throughout the project at least once per month.	WT			
Formal checkpoints with Equalities team	Formal checkpoints and discussion with equalities team	At key milestones during process	WT	N/A		

Please ensure that all actions identified are included in the attached action plan and in your service plan.

Signed *Waseem Tahir & Sharon Wynn*
 Lead Officer
 Date 7th January 2015

Signed *Joanne Hyde*
 Service Head
 Date 7th January 2015