

Equality Impact Assessment Form

Please ensure that you refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Equalities Officer or Equalities Team

Details
Name of Initiative to be assessed: PROPOSAL TO INCORPORATE THE INTERNAL AUDIT SERVICE INTO AN EXISTING SHARED SERVICE HOSTED BY THE VALE OF GLAMORGAN COUNCIL
Name of responsible officer: Mark Thomas/Steve Jones
Group/Directorate: Corporate Services
Service Area: Internal Audit
Date: 6/6/2018

(a) WHAT ARE YOU ASSESSING FOR IMPACT ?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal	Information/ Position statement
X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

PROPOSAL TO INCORPORATE THE INTERNAL AUDIT SERVICE INTO AN EXISTING SHARED SERVICE HOSTED BY THE VALE OF GLAMORGAN COUNCIL.

This will involve the employment of the 5 members of staff being transferred to the Vale of Glamorgan Council under TUPE. The staff will still have a base in Merthyr Tydfil although they may be required to undertake audits at the offices of the other Councils who are part of the Regional Service.

(c) IS THE DELIVERY OF THIS INITIATIVE AFFECTED BY LEGISLATION OR OTHER DRIVERS SUCH AS CODES OF PRACTICE?

If so, please identify what and how?

The Service has to comply with professional standards (PSIAS- Public Sector Internal Audit Standards) and other relevant legislation e.g The Accounts and Audit (Wales) Regulations 2018 (and prior to this, the Accounts and Audit (Wales) Regulations 2014 & 2015).

The proposal to join the Regional Shared service is not itself driven by any legislation or code of practice.

(d) Does the initiative directly affect service users, employees or the wider community?

Yes X Continue assessment
 No No need to continue screening or carry out an EqIA

Screening/Relevance Test: Is an equality impact assessment required?

Screening is used to decide whether the initiative you are responsible for has a high or medium negative impact on any of the protected groups and will require a full EqIA. Please highlight the positive impact the decision will have on the protected characteristics.

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What will be the effect on :-

Protected Characteristic	Impact? <i>Include Positive and Negative</i>
Age	N/A
Disability	N/A
Gender Reassignment	N/A
Marriage & Civil Partnership	N/A
Pregnancy and Maternity	N/A
Race	N/A
Religion or Belief	N/A
Sex	N/A
Sexual orientation	N/A
Carers	N/A
Welsh Language	N/A

If after completing the EqlA screening/relevance test you determine that this service/function/policy/project is not relevant for an EqlA you must provide adequate explanation below (Please use additional pages if necessary).

The impact will be on the Internal Audit Staff who will have a change of employer and management .

The Vale of Glamorgan Council will be designated as the single employing authority and the Council's staff currently employed within its Internal Audit Service will be subject to TUPE (Transfer of Undertakings - Protection of Employment Regulations) and transferred to the Vale of Glamorgan Council.

A key principle underpinning the proposal is that all existing employees will be transferred to the

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Are you happy that you have sufficient evidence to justify your decision?

YesX..... No

Signed C. Mark Thomas Position: Head Of Corporate Services

N.B. If the initial screening process has identified actual or potential high or medium negative impact on a particular group or groups then you MUST carry out a full EqIA.

Full Equality Impact Assessment

You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impact, including positive impact, and clearly identify which protected groups are affected.

In terms of any disproportionate / negative / adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

Please highlight positive impacts and actions that have been identified as a result of the assessment process.
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Evidence Sources

(i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.
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(ii) Give details of how you have engaged with service users on the proposals and steps to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.
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Are you satisfied that the engagement process complies with the requirements of the Statutory Equality duties?
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Decision Log – (detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made))

Review

Date of Next Review:

If review is not required, explain why.

Approved by:

Signature:

Job Title:

Approval date:

Date of Update:

Update recording