



Uttlesford District Council

Equality & Health Impact Assessment (EqHIA)

Document control

Title of activity:	Workforce Plan
Lead officer:	Nicola Roberts, HR Manager, Human Resources
Approved by:	Angela Knight, Asst Director, Business & Change Management
Date completed:	22/02/2023
Scheduled date for review:	01/04/2024

Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?	No
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Please note that EqHIAs are **public** documents and must be made available on the Council's [EqHIA webpage](#).

When completed, a copy of this form should be saved with the activity a policy, strategy, procedure, project, new or change in service, initiative or other's file for audit purposes and in case it is requested under the Freedom of Information Act.

When the EqHIA is completed send a copy to the following email address -
EqHIA@Uttlesford.gov.uk

1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact your Divisional Equality Lead. Please refer to the Guidance in Appendix 1 on how to complete this form. **When EqHIA is completed send a copy to the following email address EqHIA@Uttlesford.gov.uk**

About your activity

1	Title of activity	New Workforce Plan		
2	Type of activity	New four year Plan		
3	Scope of activity	This Plan applies to all staff who are employed by Uttlesford District Council. The Workforce Plan is our mechanism for ensuring that the council has the right people, in the right place, with the right skills, at the right time and with the right cost to deliver our priorities.		
4a	Are you changing, introducing a new, or removing a service, policy, strategy or function?	Yes	If the answer to <u>any</u> of these questions is 'YES', please continue to question 5.	If the answer to <u>all</u> of the questions (4a, 4b & 4c) is 'NO', please go to question 6.
4b	Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?	Yes		
4c	Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?	Yes		
5	If you answered YES:	Please complete the EqHIA in Section 2 of this document. Please see Appendix 1 for Guidance.		
6	If you answered NO:			

Completed by:	Nicola Roberts, HR Manager, Human Resources
Date:	22/02/2023

2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

Background/context:

The Workforce Plan shows how we intend to create an agile workforce that can help achieve the ambitious goals set out in the Corporate Plan & Blueprint Uttlesford. A workforce that is skilled for the future, diverse, motivated and engaged to deliver for the people of Uttlesford.

The council will be going through significant change over the next 4 years and will be smaller than it is now. We will need different skill sets in some areas, including more commercial, contract and performance management skills, data insight & analysis, enhanced customer service skills, and improved ways of working with our communities and partners.

The Workforce Plan is our mechanism for ensuring that the council has the right people, in the right place, with the right skills, at the right time and at the right cost to deliver our priorities.

It provides a framework to all staff by providing direction on; workforce planning, performance, learning and development, leadership and management, engagement, reward and wellbeing.

An Action Plan will sit behind the Workforce Plan setting out specific actions to achieve the aspirations of the Workforce Plan and setting target dates for each. A draft high level Action Plan has been drafted. This is a 'work in progress' and is subject to staff engagement and feedback.

The trade union has been consulted and we intend to introduce the Workforce Plan across the organisation in June 2023 at the Staff Conference. We will engage with staff and seek their feedback continuously which will help to formulate a more detailed action plan and ensure it remains fresh, realistic and current.

We are committed to creating a workplace that respects and values each other's differences, that promotes dignity and combats prejudice, discrimination and harassment. This Plan seeks to benefit the welfare of individual members of staff; recruit & retain valued employees; improve morale and performance and enhance the reputation of Uttlesford District Council as an employer of choice.

Who will be affected by the activity?

This Plan applies to all staff who are employed by Uttlesford District Council

Protected Characteristic - Age: Consider the full range of age groups*Please tick (✓) the relevant box:***Overall impact:****Positive**

✓

We have an ageing workforce with 47% of our staff aged 50 and over and 26% under the age of 40.

Neutral

Uttlesford is committed to providing an inclusive and supportive working environment for everyone who works here. This Plan seeks to benefit the welfare of individual members of staff; recruit, retain and develop valued employees; improve morale and performance and enhance the reputation of Uttlesford District Council as an employer of choice.

Negative**Evidence:**

Row Labels	Count of Age band	Percentages
16 to 24	14	4%
25 to 39	68	22%
40 to 49	83	27%
50 to 64	131	42%
65 and older	17	5%
Grand Total	313	100%

Sources used:**UDC Workforce Data****Protected Characteristic - Disability:** Consider the full range of disabilities; including physical mental, sensory and progressive conditions*Please tick (✓) the relevant box:***Overall impact:****Positive**

✓

5% of our staff have declared that they have a disability, albeit we have a high number who have not made a declaration (34%).

Neutral

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Negative

Evidence:

Row Labels	Count of Disabled	Percentages
No	192	61%
not declared	105	34%
Yes	16	5%
Grand Total	313	100%

Sources used:

UDC Workforce Data

Protected Characteristic - Sex/gender: Consider both men and women

Please tick (✓) the relevant box:

Positive

✓

Overall impact:

53% of our staff are female and 47% male.

Neutral

Our gender pay gap figures demonstrate there are no significant gender pay gap issues and that women are paid 2.9% higher on average (median) and men are paid 1.4% higher on average (mean). Which is significantly lower than the national average of 14.9% in all sectors and 5% in local authorities.

Negative

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Evidence:

Row Labels	Count of Sex	Percentages
Female	166	53%
Male	147	47%
Grand Total	313	100%

Sources used:

UDC Workforce Data
Office for National Statistics (ONS)

Protected Characteristic - Ethnicity/race: Consider the impact on different ethnic groups and nationalities

Please tick (✓) the relevant box:

Overall impact:

Positive

✓

93% of our staff are white which is reflective of our local community.

Neutral

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Negative

Evidence:

Row Labels	Count of Ethnic Origin	Percentages
Asian Indian	3	1.0%
Asian Other	1	0.3%
Black African	4	1.3%
Chinese	1	0.3%
Gypsy Traveller Other	1	0.3%
Mixed White and Asian	3	1.0%
Mixed White and Black African	1	0.3%
Mixed White and Black Caribbean	1	0.3%
White British	279	89.1%
White Irish	2	0.6%
White Other	10	3.2%
Not declared	7	2.2%
Grand Total	313	100.0%

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Sources used:

UDC Workforce Data

Uttlesford Census data

Protected Characteristic - Religion/faith: Consider people from different religions or beliefs including those with no religion or belief

Please tick (✓) the relevant box:

Overall impact:

Positive

✓

38% of staff have declared that they have a religion, albeit we have almost a third of our workforce who have not made a declaration.

Neutral

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Negative

Evidence:

Row Labels	Count of Religion	Percentages
Agnostic	4	1.3%
Atheist	12	3.8%
Christian - Orthodox	2	0.6%
Christian - Protestant	14	4.5%
Christian - Roman Catholic	12	3.8%
Christian (All denominations)	67	21.4%
Hinduism	3	1.0%
No Religion	92	29.4%
Not declared	100	31.9%
Other	7	2.2%
Grand Total	313	100.0%

Sources used:**UDC Workforce Data**

Protected Characteristic - Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual

Please tick (✓) the relevant box:

Positive**Neutral****Negative****Overall impact:**

3% of staff have declared that they are either Bisexual, Lesbian or Gay, albeit 36% of staff have not made a declaration.

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Evidence:

Row Labels	Count of Sexual Orientation	Percentages
Bisexual	5	2%
Gay	2	1%
Heterosexual	193	62%
Lesbian	1	0%
not declared	112	36%
Grand Total	313	100%

Sources used:**UDC Workforce Data**

Protected Characteristic - Gender reassignment: Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth

Please tick (✓) the relevant box:

Positive	✓	Overall impact: 1% of staff have declared that they are undergoing or have received gender reassignment surgery, albeit 46% of staff have not made a declaration. Uttlesford is committed to providing an inclusive and supportive working environment for everyone who works here. This Plan seeks to benefit the welfare of individual members of staff; recruit, retain and develop valued employees; improve morale and performance and enhance the reputation of Uttlesford District Council as an employer of choice.
Neutral		
Negative		

Evidence:

Row Labels	Count of Gender Reassignment	Percentages
No	167	53%
Not declared	144	46%
Yes	2	1%
Grand Total	313	100%

Sources used:

UDC Workforce Data

**Expand box as required*

Protected Characteristic - Marriage/civil partnership: Consider people in a marriage or civil partnership

Please tick (✓) the relevant box:

Positive	✓	Overall impact: 43% of staff have declared that they are in a marriage or civil partnership. Uttlesford is committed to providing an inclusive and supportive working environment for everyone who works here. This Plan seeks to benefit the welfare of individual members of staff; recruit, retain and develop valued employees; improve morale and performance and enhance the reputation of Uttlesford District Council as an employer of choice.
Neutral		
Negative		

Evidence:

Row Labels	Count of Marital Status	Percentages
Civil Partnership	3	1%
Cohabiting Partner	34	11%
Divorced	18	6%
Married	132	42%
Not declared	57	18%
Partner	3	1%
Separated	3	1%
Single	62	20%
Widowed	1	0%
Grand Total	313	100%

Expand box as required*Sources used:****UDC Workforce Data****Expand box as required*

Protected Characteristic - Pregnancy, maternity and paternity: Consider those who are pregnant and those who are undertaking maternity or paternity leave

Please tick (✓)
the relevant box:

Positive

✓

Overall impact:

1% of staff are either pregnant or undertaking maternity or paternity leave.

Neutral**Negative**

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Expand box as required*Evidence:**

Row Labels	Count of Maternity/Paternity/Expecting	Percentages
Expecting	2	0.6%
Maternity Leave	2	0.6%
no	309	98.7%
Grand Total	313	100.0%

Expand box as required*Sources used:****UDC Workforce Data****Expand box as required*

Socio-economic status: Consider those who are from low income or financially excluded backgrounds	
Please tick (✓) the relevant box:	
Positive	✓
Neutral	
Negative	
Overall impact: Uttlesford is committed to providing an inclusive and supportive working environment for everyone who works here. This Plan seeks to benefit the welfare of individual members of staff; recruit, retain and develop valued employees; improve morale and performance and enhance the reputation of Uttlesford District Council as an employer of choice.	
Evidence:	
Sources used:	

Health & Wellbeing Impact: Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.	
Please tick (✓) all the relevant boxes that apply:	
Positive	✓
Neutral	
Negative	
Overall impact: Uttlesford is committed to providing an inclusive and supportive working environment for everyone who works here. This Plan seeks to benefit the welfare of individual members of staff; recruit, retain and develop valued employees; improve morale and performance and enhance the reputation of Uttlesford District Council as an employer of choice Do you consider that a more in-depth HIA is required as a result of this brief assessment? Please tick (✓) the relevant box <div style="text-align: right;"> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </div>	
Evidence:	
Sources used:	