

## INITIAL SCREENING – STAGE 1

As a public authority we need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Full Equality Assessment is required.

Name of policy, strategy or function: Professional Support Services (PSS) – Reduction of PSS budget by £1.5m by 31 <sup>st</sup> March 2015.	Ref: CR0313PR
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<b>Responsible Officer:</b> Debbie Wood	<b>Role:</b> Business Lead PSS Corporate Review
<b>Directorate:</b> Corporate Resources	<b>Assessment Date:</b> 25 March 2013

<b>Is this a:</b>	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Function <input type="checkbox"/>	Service <input checked="" type="checkbox"/>
<b>Is this:</b>	New or Proposed <input type="checkbox"/>	Already exists and is being reviewed <input type="checkbox"/>	Is Changing <input checked="" type="checkbox"/>	

### 1. What are the main aims, objectives of the policy, strategy, function or service and the intended outcomes and who is likely to benefit from it

**Aims:** To make efficiency savings in the Professional Support Service budget by 31<sup>st</sup> March 2015 of at least £1.5m.

**Objectives:** To redesign business processes and develop a revised Professional Support Services structure and organisational design founded on the principle of pooling resources and achieving economies of scale.

This proposal includes a more radical re-engineering and redesign of process to improve efficiency. It involves a more radical reduction in business support functions and therefore the level of reduction in numbers of support posts.

**Outcomes:** To provide a flexible, internal shared service for administration and business support activity, which delivers common business processes in a simple and standard way and provides an agreed, consistent level of support across Corporate Resources.

**Benefits:** Consistent business processes across the directorate. Consistent level of business support provided to all services. Greater flexibility of business support staff. Potential for staff to share and develop their skills and knowledge.

**2. Explain how the main aims of the policy, strategy, function or service will demonstrate due regard to the aims of the General Duty?**

- 1. Eliminate discrimination, harassment and victimisation?
- 2. Advance equality of opportunity?
- 3. Foster good relations?
- 4. Promote positive attitudes towards disabled people?
- 5. Encourage participation of disabled people?
- 6. Consider more favourable treatment of disabled people?

1 and 2 The PSS will follow City Council policies and procedures in relation to the employment of staff including Recruitment and Selection and Dignity at Work.

The majority of the PSS staff group is female, if a large number of female staff suffer a detrimental impact this will not:

‘Advance equality of opportunity between people who share a protected characteristic and those who do not’ as required by the equality duty.

**3. What does your current data tell you about who your policy, strategy, function or service may affect:**

- |                 |   |  |
|-----------------|---|--|
| Service users   | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Employees       | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Wider community | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |

**Please provide an explanation for your ‘Yes’ or ‘No’ answer**

PSS provides administrative support to officers and services within the CR directorate. The focus of this initiative is to reduce back office administrative activities and therefore have no impact on front line services. The aim is to ensure internal customers (CR staff) have better direct access to support services and self help resources. A reduction in administrative staff will be supported by new ways of working including; identifying priority activities, streamlining processes, to minimise any detriment to the quality of service or impact internal customers.

Employees: There are currently 69.5 full time equivalent posts (fte) or 78 actual posts identified as in scope of PSS. There are 3 vacant posts currently within these figures in PSS.

The impact on staff will be mitigated by:

A Voluntary Redundancy trawl for employees in scope of the PSS Review, with employees invited to submit an expression of interest by Monday 8<sup>th</sup> April 2013. On job training for staff taking up new roles, for example training in new processes. Redeployment options may also be available subject to the needs of the business.

The full impact for staff will be known following the completion of the above VR trawl and whether possible compulsory redundancies will be required in the future.

**4. Are there any aspects of the policy, strategy, function or service, including how it is delivered, or accessed, that could contribute to inequality?** (including direct or indirect discrimination to service users or employees)

Yes

No

**Please provide an explanation for your 'Yes' or 'No' answer**

The PSS service aims to standardise processes and business support activities to ensure this is consistent across the whole directorate. Efficiencies can be achieved through co-location and there would be reliance on managers and others to utilise more self service options which are currently available to them.

**5. Will the policy, strategy, function or service have an adverse (negative) impact upon the lives of people, including employees and service users?**

Yes

No

**Please provide an explanation for your 'Yes' or 'No' answer**

There may be a negative impact on employees who may be subject to redeployment, compulsory redundancy or who may be required to move role or office location as a result of redesigning the service to achieve savings.

The impact on employees will be mitigated by:

Removal of agency staff, using vacant posts to contribute to savings, training if required to take up a new role. Redeployment or voluntary redundancy options may also be available subject to the needs of the business.

## 6. Is an Equality Assessment required?

If your answer to question 2 has identified potential adverse impact and you have answered 'yes' to any of the following questions 3, 4, or 5, then you should carry out a Full Equality Assessment.

Does the Policy, Strategy, Function or Service require a Full Equality Assessment? **Yes** ✓ **No**

If a Full Equality Assessment is required, before proceeding you should discuss the scope of the assessment with service managers in your service area as well as the Directorate Contact Officer.

If a Full Equality Assessment is **Not** required, please sign the declaration and complete the Summary statement below, then forward a copy of the Initial Screening to your Directorate Contact Officer

If a Full Equality Assessment **Is** required, you will need to sign the declaration and complete the Summary statement below, detailing why the Policy, Strategy, Function or Service is moving to a Full Equality Assessment. Then continue with your Assessment

## DECLARATION

**A Full Equality Assessment not required, the Initial Screening has demonstrated that the Policy, Strategy, Function or Service is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.**

Chairperson:

Summary statement: summary statement required

Sign-off Date:

Date required

**Quality check: The screening document has been checked using the agreed audit arrangements in the Directorate:**

<p>Name: (Officer/Group carrying out the Quality Check) Helen Burnett</p> <p>Directorate: Corporate Resources Directorate</p> <p>Contact number: 303 2095</p>	<p>Date undertaken:</p>	<p>Screening review statement:</p>
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**Equality Assessment Task Group Members**

<input type="checkbox"/>	<u>Name</u>	<u>Role on Task Group</u>	<u>Contact Number</u>
1.	Debbie Wood	(e.g. service user, manager or service specialist) Business Lead PSS Corporate Review	303 1293
2.	Jean Robb	Project Sponsor	
3.	John Hussey	PSS Business Analyst	675 5185
4.	Jayne Capella	HR Adviser	07917 643514