

# Helping to make an impact

## Skills Mix Review – Advocacy Team

### Equality Assessment (EA) Form and Guidance Information

## INITIAL SCREENING – STAGE 1 (See Guidance information)

**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.**

<b>Name of policy, strategy or function:</b> Children’s Teams Skill Mix Review / Advocacy Unit	<b>Ref:</b>
--	-------------

<b>Responsible Officer:</b> Jerome O’Ryan	<b>Role:</b> Chief Solicitor Social Care
<b>Directorate:</b> Legal and Democratic Services	<b>Assessment Date:</b> January 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 checked="" type="checkbox"/>	Already exists and is being reviewed <input checked="" type="checkbox"/>	Is Changing <input 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:** Skill mix review of current teams and setting up of new Advocacy Unit

**Objectives:** To ensure efficient resource to meet service demand

**Outcomes:** A restructure of Children’s Teams including move to 2 teams, a review of grade levels and setting up Advocacy Unit to increase the level of in house advocacy.

**Benefits:** Increase efficiency and make savings of £250k – reduce administration tasks and non chargeable work for fee earners and reduce spend on Counsel.

### 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? | <input type="checkbox"/> |
| 2. Advance equality of opportunity?                        | <input type="checkbox"/> |
| 3. Foster good relations?                                  | <input type="checkbox"/> |
| 4. Promote positive attitudes towards disabled people?     | <input type="checkbox"/> |
| 5. Encourage participation of disabled people?             | <input type="checkbox"/> |
| 6. Consider more favourable treatment of disabled people?  | <input type="checkbox"/> |

The service will continue to operate with full regard to it's equalities duties.

There are no anticipated direct impacts for equalities and the aims of the general 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 type="checkbox"/>	No <input checked="" type="checkbox"/>
Wider community	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

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

The workforce review will lead to a more efficient and cost effective delivery of the service with tasks being dealt with at the appropriate grade and more advocacy being undertaken in-house. There will be no reductions for permanent staff and therefore no unequal impact on employees. Please see Appendix 1.

**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**

See 3

**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**

See 3

### **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: Jerome O'Ryan

Summary statement:

There has been full consultation with staff, clients and unions on this workforce review.

Sign-off Date: 22.01.13

Consultation has taken with HR has taken place throughout the process and Equalities considerations have been born in mind.

The review will increase opportunity for all groups.

The workforce review will lead to a more efficient and cost effective delivery of the service with tasks being dealt with at the appropriate grade and more advocacy being undertaken in-house. There will be no reductions for permanent staff and therefore no unequal impact on employees.

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

Name: (Officer/Group carrying out the Quality Check)  
Pam Chand

Directorate:  
Resources (Social Cohesion and Equalities)

Contact number:

Date undertaken:  
20 February 2013

Screening review statement:

Based on the information provided, we agree with the Chairperson's decision not to go to a full Equality Analysis.

## Equality Assessment Task Group Members

<input type="checkbox"/>	<u>Name</u>	<u>Role on Task Group</u> (e.g. service user, manager or service specialist)	<u>Contact Number</u>
1.	Jerome O’Ryan	Chairperson	303-2746
2.	David Brown	Manager / Service Specialist	675-3428
3.	Tom Moffat	Business Support	464-6286
4.			
5.			
6.			
7.			
8.			
9.			
10.			

## Appendix 1

### Children's Teams

	<u>Current Estimates</u> <u>Care Cases</u> <u>WIP</u>		<u>Current Fee Earner</u>	<u>Staff Proposed</u>	<u>Staff Changes</u>
Serving 4 areas. East/South/West Central and North  (in brackets post advocacy pilot if not pursued following 2 years)	260 cases	Head of Law (Grade 7)	2	1	-1
		Team Leader (Grade 6)	0	2	+2
		Senior Lawyer (Grade 6)	8	6	-2
		Permanent Lawyers (Grade 5)	13.5	13	-0.5
		Agency Lawyer (Grade 5)	3.5	0	- 3.5
		Act up lawyer (Grade 5)	1	0	-1
		Permanent Legal Assistants (Grade 3)	6	19	+13
		Agency & Legal Assistants (Grade 3)	6	0	-6
		1 Act up Legal Assistant (Grade 3)	1	0	-1
				41	41
JR & Advocacy Unit Pilot		Senior Advocate (Grade 6)	0	3	+3
			41	44	+3

### **Head of Law Grade 7**

Reduce Head of Law (grade 7) posts by 1 (Head of Law left post July 12. Not to be replaced)

### **Team Leaders and Senior Lawyers Grade 6**

Two new Team Leader posts (grade 6 at top 3 increments of grade). Act up 2 year pilot. Ring Fenced to grade 6 senior lawyers

6 Senior Lawyer posts to remain (grade 6)

No change to overall grade 6 numbers in the teams

### **Lawyer Posts Grade 5**

Reduce lawyer posts grade 5 by 5 from 18 to 13. Currently 13.5 permanent staff in these posts. One post held by a lawyer who has agreed to

move from the post on medical re-deployment. No reductions in current permanent staff through post reductions

**Legal Assistant Posts Grade 3**

Increase legal assistant support posts at grade 3 by 6 from 13 to 19 (including increase of 2 legal assistants at operational level for loss of Head of Law post) Currently only 6 permanent staff in these posts. Recruitment of 13 new staff required.

(Legal assistant staffing ratio increases to c40% of overall staff engaged.)

**Advocacy and Judicial Review Unit Grade 6**

Advocacy and JR unit two year act up pilot to reduce counsel spend.

Ring fenced to Grade 5 & 6 permanent staff in Legal Services

2 new posts. One post from current lawyer staff as current time spent on Judicial Review (1000 hours will) transfer to advocacy unit

**Opportunities for Act up and Agency Grade 5 staff**

Where advocacy unit recruited from permanent lawyer posts in children's teams temporary 2 year contracts are likely to be available within legal services. These opportunities would first be made available to permanent staff and then ring fenced to current agency staff.

**Jerome O’Ryan 17<sup>th</sup> January 2013**