

Helping to make an impact

Equality Assessment (EA) Form and Guidance Information

Strategic Support Services- reduction in staffing and
non-staffing budgets

CONFIDENTIAL

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.

Name of policy, strategy or function: - reduction in staffing and non-staffing budgets (Savings target : £675,000)	Ref: CYPF1012ST
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Responsible Officer: Officer name Vince Clark	Role: Chairperson of Equality Assessment Task Group
Directorate: CYPF Directorate	Assessment Date: Commenced 12.10.2012

Is this a:	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Function <input checked="" type="checkbox"/>	Service <input type="checkbox"/>
Is this:	New or Proposed <input type="checkbox"/>	Already exists and is being reviewed <input 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: Effective governance, decision-making, commissioning and information management, to facilitate the delivery and availability of support for children, young people and families, particularly the most vulnerable, so they achieve their full potential.

Objectives: See aims

Outcomes: See aims

Benefits: See aims

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? ☐ X

The elements of this function will operate within the broader local government legislative framework in which, for example, the equalities implications of decisions are made explicit and particular groups are explicitly considered in needs analyses, the consideration of performance and management information, and the commissioning of support services.

There are no anticipated direct implications 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 type="checkbox"/>	✓
Employees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	✓
Wider community	Yes <input type="checkbox"/>	No <input type="checkbox"/>	✓

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

Through rationalisation and integration of strategic support functions within CYPF and reconfiguration of the CYPF commissioning function a more efficient and smarter delivery of the different elements of the function will be achieved, with prioritisation of tasks meaning ceasing lower priority tasks. In this way no direct adverse impacts on the above are anticipated.

The specific staffing implications are:

- IMT/CareFirst:2.5 G4 vacancies and 2 G3 vacancies to be deleted
- IMT/CareFirst: 1 of 4 G6 posts to be deleted (current postholders:2 white males; 2 white females; no disabilities)
- Commissioning and Brokerage : 0.5 Grade 2 vacancy and 0.41 Grade 3 vacancy.
- Customer Relations : 1 G6, 1 G4 (vacancy), 2 G3 (1 x vacancy, and 1 x maternity leave)

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. Some staffing reductions will be achieved through existing vacancies and voluntary redundancy. Some service re-design is also required and this may generate staffing turnover. There will also be a degree of trading introduced to off-set the costs of a specific service within the function (PATHS).

In order to monitor and understand the implications of reductions in staffing an analysis of staff currently in post and any staff who seek and secure voluntary redundancy will be undertaken. There is ongoing consultation with staff.

Discussions with staff from respective functions will explore practical ways to enable effective and appropriate prioritisation of work and integration of resources.

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.

Summary statement:

Chairperson: Vince Clark



The function will operate within the broader

Sign-off Date: 26 April 2013

equalities and the aims of the General Duty.

The key risk is capacity to provide timely and effective strategic support with reductions in resources.

Through rationalisation and integration of strategic support functions within CYPF and reconfiguration of the CYPF commissioning function a more efficient and smarter delivery of the function will be achieved, with prioritisation of tasks meaning ceasing lower priority tasks. In this way no direct adverse impacts on the above are anticipated.

Any staffing reductions will be based on existing vacancies and voluntary redundancy. There will also be a degree of trading introduced to off-set the costs of a specific service within the function (PATHS).

Concerns about the statutory obligations at risk by ceasing Customer Relations have been alleviated as DLT has now decided to retain a discrete service.

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

Name: (Officer/Group carrying out the Quality Check) Veronika Quintyne Directorate: Children, Young People and Families Contact number: 0121 4643073	Date undertaken: April 26 2013	Screening review statement: Acknowledging that through rationalisation and integration of strategic support functions within CYPF and reconfiguration of the CYPF Commissioning function to deliver a more efficient and smarter delivery of the function to be achieved and noting any staff reductions will be based on existing vacancies and voluntary redundancy I agree no stage 2 equality
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		assessment is required.

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.	Chairperson: Rachel Egan	Assistant Director Children, Young People and Families	01213032273
2.	Chris Glynn	Head of Commissioning and Procurement	01213031022
3.	Seamus Gaynor	Head of Strategic Management Services	0121 3032456
4	Vince Clark	Interim Assistant Director Children, Young People and Families	0121 303 2280