

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: Professional Support Services (PSS)– Reduction of 2013/14 budget by £1.3m.

service to achieve savings.

The impact on staff will be mitigated by:

Removal of agency staff, using vacant posts to contribute to savings, training if required to take up a new role. Some staff at Grades 2 & 3 may be eligible for disturbance allowance if required to move office location. Redeployment or voluntary redundancy options may also be available subject to the needs of the business.

A profile of the staff group is not currently available therefore it is unknown if a particular protected characteristic group is affected. A profile of the staff group is not currently available therefore it is unknown if a particular protected characteristic group is affected.

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:

Name: (Officer/Group carrying out the Quality Check)
Veronika Quintyne

Date undertaken:
10.January
2013

Screening review
statement:

Directorate:
CYPF Directorate

Although there are identified possible mitigations within this change of service, It is identified that there may be a negative impact to service users, carers and staff, caused by the proposed budget saving reductions, necessitating redesigning and reengineering services, therefore a full equality

Contact number:

303 3541

Equality Assessment Task Group Members

FULL EQUALITY ASSESSMENT– STAGE 2

Step 1– Scoping the Equality Assessment

Building on the material included at the Initial Sc

Marriage and Civil partnership

likely to have to cease.

Support to training and other events eg in the Adoption service - may cease

IT support (eg):

- software/coaching support to front line workers so that CareFirst and eRecords user ids can be issued promptly upon the worker starting /returning to work.
- CareFirst and eRecords role-restricted/'administrator' support eg control of deleting assessments etc and granting access to restricted/secure cases.

There will be delays in providing this support (this is particularly relevant to social work teams).

other support activity which keeps 'the show on the road ' but is potentially unrecognised eg Support to OFSTED Inspections/other Audits, managing travel arrangements ,ordering goods and services, setting up IT users including maintaining/amending user profiles and systems rights , escalating panic alarm activations (agile workers' mobile phones); all will be significantly reduced or will cease.

managing inventories of records (including archiving) /equipment /assets – will cease or be curtailed.

Impact on service improvement /development.

Examples include:

Support to data quality exercises which contribute to statutory returns. providing the link with internal partners /Senior Managers etc eg with Change Management Team , Finance, Management Information Team, Service Birmingham, Records Management Service, Comms Team, etc, to support service improvement.

secretarial and other support to Senior Managers and Assistant Directors and others , with new initiatives, projects and service developments – PSS input will be curtailed business support attendance and leadership with corporate/directorate projects e.g developments of systems and processes, accommodation, agile working.

Tracking/performance information on local databases/spreadsheets (eg CP tracking/monitoring).

Impact on ability to deliver service priorities within agreed timescales.

Examples include:

payments to young people /carers/suppliers
Administration of meetings/events including including CP/CIC minute- taking.
Court Business Support.
Support to Subject Access Requests./Disclosure Team

Mitigation

Since the initial screening was completed a Blueprint of the service design has now been produced and made available to PSS Staff and Trades Union for consultation. The implementation of this will mitigate the impact by:

streamlining/pooling/consolidating support activity/processes
implementing 'ceased' activities which will apply across all service areas
developing a 'Self-help' culture to mitigate the impact of reduced support capacity and

Step 4 – Procurement and Partnerships

7. Is this project due to be carried out wholly or partly by contractors?

Yes

No

If 'yes', have you done any work to include equality considerations into the contract already? Specifically you should set out how you will make sure that any partner you work with complies with equality legislation (employment practice/service provision)

NO

Step 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan you must identify how you will go about monitoring the

**Involvement
and
Consultation**

There will be

Step 8 – Sign-Off

The final stage of the Equality Assessment process is to formally sign off the document as being a complete, rigorous and robust assessment

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Chairperson of Equality Assessment Task Group

Name: Liz Triance	Job Title: Governance & Policy Manager	Directorate CYPF	Sign-off Date: 19/3/13
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Concluding statement: The data gathered through the review and service redesign has informed the equality assessment and identified the impact and mitigation to date. Further action and information is required to assess the final impact, details of which are included in the action plan above.

Quality Check and Review by the Directorate Contact Officer:

Name: Veronika Quintyne	Directorate Team: CYPF Directorate	Review Date: 20.3.2013
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Summary of strengths and area(s) for improvement:

Data gathering activities have been carried out to identify; the business support activity undertaken; to develop an understanding of service areas, processes and systems.

Under the next service review data is to be collated as to the impact of service design / re-engineering on the work role of staff.

Under the next service review data is to be collated as to the impact of service design/re-engineering on service users.

PSS staff have been consulted and their responses have contributed to a listing of frequently asked questions.

Consultation has taken place with staff potentially to face impact from the re-engineered /re-designed service.

