

Helping to make an impact

Equality Assessment (EA) Form and Guidance Information

Integrating Commissioning across A&C and CYPF

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: Merge Commissioning across A&C and CYPF (Savings target : £500,000)	Ref: <div style="text-align: right;">CYPF1113ME</div>
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Responsible Officer: Jon Tomlinson Directorate: People Directorate	Role: Chairperson of Equality Assessment Task Group Assessment Date: 12.11.2013
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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 checked="" 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: The commissioning of improved outcomes along the life course of children, young people and adults, focussing on the most vulnerable and delivering value.
Objectives: To achieve the savings of £500k per annum
Outcomes: An integrated
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?	<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 saving will initially be realised from the deletion of vacancies and uncommitted funds. Over time as the functions integrate and the benefits of commissioning at scale are realised there will be the opportunity to reflect this in the structure.
 The change outlined within the document will not affect the profile of the work completed with the protected groups.
 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 commissioning functions will lead to more efficient and smarter commissioning, with less differentiation of tasks meaning that some low priority tasks will cease. In this way no direct adverse impacts on the above are anticipated.

The specific staffing implications will be realised through the disestablishment of posts.

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. Any staffing reductions will be achieved through existing vacancies and voluntary redundancy. Some service re-design is also likely to be required and this may generate staffing turnover. There will be no impact on employees.

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.

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.

Chairperson: Jon Tomlinson

Summary statement:

Any staffing reductions will be based on existing vacancies and voluntary redundancy.

The savings can be realised within the broader equalities framework and deliver the aims of the General Duty.

The implementation of a service re-design will bring risks most prominent of these that insufficient commissioning capacity is available to support the intentions outlined in the service reviews and the subsequent activities. The rationalisation and integration of commissioning functions within the "People" Directorate and the wider system will result in an integrated and more efficient function, with prioritisation of tasks will mean that tasks which are not central to the commissioning function will cease. No direct adverse impacts on the above are anticipated.

An EA might be required for the

Sign-off Date: 16/12/13

implementation of the FOM in commissioning once it is designed.

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: CYPF

Contact number:
4643073

Date undertaken:
16.12.2013

Screening review statement:

Although this initial analysis identifies a full Equality Assessment is not required, it is advised that this decision be reassessed on the following basis:

The initial analysis currently includes no evidence of consultation

Information on the implications of reductions in staffing and acknowledgement that some service re-design may generate staffing turnover omits mitigations to address risk.

There is a potential risk of merging with staff

		<p>reduction that the commissioning and monitoring function may be weakened.</p> <p>It may be that through reassessment of this decision that a stage two equality assessment may address these issues.</p>
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Equality Assessment Task Group Members

	<u>Name</u>	<u>Role on Task Group</u> (e.g. service user, manager or service specialist)	<u>Contact Number</u>
1.	Chairperson: Jon Tomlinson	Director of Joint Commissioning, People Directorate	0121303 2367
2.	Chris Glynn	Head of Commissioning and Procurement	01213031022
3.	Seamus Gaynor	Head of Strategic Management Services	0121 3032456