



Argyll and Bute HSCP Equality and Socio-Economic Impact Assessment (EQIA)

Section 1: About the proposal

Title of Proposal
Social Work Admin Service Review

Intended outcome of proposal
Reduce the number of staff required within the Social Work Admin Service to meet saving targets for 2020/21.

Description of proposal
To undertake a review of all admin delivered process to increase efficiency and automation to therefore reduce the number of staff required. Look at integration of Social Work admin staff with NHS admin staff where it would benefit service delivery to create a HSCP admin service and create further efficiencies.

HSCP Strategic Priorities to which the proposal contributes
HSCP saving targets: Efficiently and effectively manage all resources to deliver Best Value

Lead officer details:	
Name of lead officer	Kirsteen Larkin
Job title	SW Admin Manager
Department	HSCP
Appropriate officer details:	
Name of appropriate officer	Alex Taylor
Job title	Head of Service
Department	HSCP
Sign off of EQIA (Head of Service):	Alex Taylor
Date of sign off:	24.01.2020

Who will deliver the proposal?
Social Work Admin Service NHS admin Heads of Service Locality Managers

Section 2: Evidence used in the course of carrying out EQIA

Consultation / engagement
October 2019 - workshops with SW Admin Officers 23 October 2019 – Strategic Leadership Team January 2020 - engagement event with staff on proposals January 2020 - engagement event with HSCP managers on revised proposals February 2020 - engagement event with staff and trade unions on final proposals March 2020 - discussion with HR and trade unions on implementation process
Data
Staffing establishment data
Other information
SW Admin processes Summary report from HSCP admin review
Gaps in evidence

Section 3: Impact of proposal

Impact on service users:

	Negative	No impact	Positive	Don't know
Protected characteristics:				
Age		x		
Disability		x		
Ethnicity		x		
Sex		x		
Gender reassignment		x		
Marriage and Civil Partnership		x		
Pregnancy and Maternity		x		
Religion		x		
Sexual Orientation		x		
Fairer Scotland Duty:				
Mainland rural population		x		
Island populations		x		
Low income		x		
Low wealth		x		
Material deprivation		x		
Area deprivation		x		
Socio-economic background		x		
Communities of place?		X		
Communities of interest?		x		

Impact on service deliverers (including employees, volunteers etc):

	Negative	No impact	Positive	Don't know
Protected characteristics:				
Age		x		
Disability		x		
Ethnicity		x		
Sex	x			

	Negative	No impact	Positive	Don't know
Gender reassignment		x		
Marriage and Civil Partnership		x		
Pregnancy and Maternity		x		
Religion		x		
Sexual Orientation		x		
Fairer Scotland Duty:				
Mainland rural population	x			
Island populations	x			
Low income	x			
Low wealth	x			
Material deprivation		x		
Area deprivation		x		
Socio-economic background		x		
Communities of place?		x		
Communities of interest?		x		

If any 'don't knows' have been identified, at what point will impacts on these groups become identifiable?

How has 'due regard' been given to any negative impacts that have been identified?
 The majority of staff within the service are female on low incomes. A number of staff live and work in rural and island communities. There is no way to mitigate the impact. All staff will, however, be treated as equals and provided with advice and support throughout the process.

Section 4: Interdependencies

Is this proposal likely to have any knock-on effects for any other activities carried out by or on behalf of the HCSP? Yes

Details of knock-on effects identified
 Reduced support to other parts of the service including operational staff. This will mean other staff spend more of their time doing administrative tasks and less time dealing with service users. Service users, other departments, providers and staff will wait longer for processes to be completed eg paying invoices, recruitment

Section 5: Monitoring and review

How will you monitor and evaluate the equality impacts of your proposal?
 Impacts will be monitored at each Children and Families Programme Board meeting which are held monthly.

Section 6: Publication

How will you publish this EQIA?
 On the Council's website