

Argyll and Bute Council: Equality and Socio-Economic Impact Assessment

Section 1: About the proposal

Title of Proposal

Governance Team Service Redesign

Intended outcome of proposal

A restructure of the Governance Team to better align the requirements of the service and to provide more resilience across the team.
--

Description of proposal

<p>The structure of the team will be redesigned. There is currently a vacant Committee Manager post and this will be removed from the structure. A part time Committee Manager post will also be removed as this member of the team has indicated that they will be leaving the Council in March 2024. The duties which were undertaken by these 2 posts will be taken on by a combination of an new Democratic Services Manager post and the creation of a Senior Committee Officer post. There will be 3 distinct areas in the team (Member Services, Committee Services and Democratic Services). Each of these teams will have a lead Manager who will report to the Governance Manager and will manage their own service area.</p>

<p>The Member Services Team will be streamlined with the replacement of the current Member Services Officer post with an additional Committee/Member Services Assistant. This will provide some more resilience across the wider team in term of Committee work.</p>
--

<p>The Committee Team will now have a new role (Senior Committee Officer) which will take responsibility for the provision of governance advice to the IJB and also to some of the minor Committees. There will be 2 Committee Officers and 2.5 Senior Committee Assistants who will deliver the Committee functions. The Governance Assistant post will be removed and those duties will be added in to the work of the Senior Committee Assistants – the current Governance Assistant postholder will have opportunity to move into one of the Senior Committee Assistant posts.</p>
--

<p>The Democratic Services Team will be led by a new Manager post which will oversee the provision of the Election function for the Council but will also be involved with the delivery of the Committee function in Liaison with the Governance and Committee Managers. The Democratic Services Team will also deliver support for Community Councils. There will be the removal of the Governance Officer post which previously provided the Community Council function.</p>
--

<p>There will be no impact in the level of service delivered across the team.</p>

Business Outcome(s) / Corporate Outcome(s) to which the proposal contributes

BO115 We are Efficient and Cost Effective BO116 We Engage and Work With Our Customers, Staff and Partners
--

Lead officer details:

Name of lead officer

Shona Barton

Job title	Governance Manager
Department	Legal and Regulatory Support
Appropriate officer details:	
Name of appropriate officer	David Logan
Job title	Head of Legal and Regulatory Support
Department	Legal and Regulatory Support
Sign off of EqSEIA	
Date of sign off	

Who will deliver the proposal?
Governance Manager

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

Consultation / engagement
The proposal has been through the budget working group and accepted. The Governance Manager has consulted with the Governance Team and has spoken with all of the individual members of staff who will be directly affected. This has been either face to face or via telephone call/Teams meeting. Trade Union consultation meeting – January 2024.

Data
We will continue to monitor the capacity within the structure to continue to deliver the service.

Other information

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		

	Negative	No impact	Positive	Don't know
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 you have identified any impacts on service users, explain what these will be.

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

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		
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 you have identified any impacts on service deliverers, explain what these will be.

If any 'don't know's 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?

--

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 council?

No

Details of knock-on effects identified

--

Section 5: Monitoring and review

How will you monitor and evaluate the equality impacts of your proposal?

No need for monitoring.

--