



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

### Section 1: About the proposal

<b>Title of Proposal</b>	
Social Work Admin Service Review	
<b>Intended outcome of proposal</b>	
Reduce the number of staff required within the Social Work Admin Service to meet saving targets for 2020/21.	
<b>Description of proposal</b>	
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.	
<b>HSCP Strategic Priorities to which the proposal contributes</b>	
HSCP saving targets: Efficiently and effectively manage all resources to deliver Best Value	
<b>Lead officer details:</b>	
Name of lead officer	<b>Kirsteen Larkin</b>
Job title	<b>SW Admin Manager</b>
Department	<b>HSCP</b>
<b>Appropriate officer details:</b>	
Name of appropriate officer	<b>Alex Taylor</b>
Job title	<b>Head of Service</b>
Department	<b>HSCP</b>
Sign off of EQIA (Head of Service):	Alex Taylor
Date of sign off:	24.01.2020
<b>Who will deliver the proposal?</b>	
Social Work Admin Service NHS admin Heads of Service Locality Managers	

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

<b>Consultation / engagement</b>
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
<b>Data</b>
Staffing establishment data
<b>Other information</b>
SW Admin processes Summary report from HSCP admin review
<b>Gaps in evidence</b>

## Section 3: Impact of proposal

### Impact on service users:

	Negative	No impact	Positive	Don't know
<b>Protected characteristics:</b>				
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		
<b>Fairer Scotland Duty:</b>				
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
<b>Protected characteristics:</b>				
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		
<b>Fairer Scotland Duty:</b>				
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

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