

**STIRLING COUNCIL: EQUALITY IMPACT ASSESSMENT FORM  
SUMMARY DETAILS**



1. Title of policy, strategy, service, function or proposal:

**SERVICE**

<b>SOC004 - Shared Social Services: Assessment &amp; Care Management</b>	<b>Social Services</b>
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2. Lead Officer (Head of Service / Service Manager) responsible for undertaking assessment and Contact Officer details:

<b>Lead Officer : Title and Name</b>	<b>Contact Officer : Title and Name</b>
Maureen Dryden – Service Manager	As Lead Officer

3. Which other Council Services or partner agencies are / will be involved in the delivery of this policy, strategy, service, function or proposal?

Clackmannanshire Council
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4. Have they been involved in the Equality Impact Assessment process and if so how?

No
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5. What is the nature of the change being proposed? *(Tick all that apply)*

Review of existing policy/strategy	<input type="checkbox"/>	Introduction of a new policy/strategy	<input type="checkbox"/>	Removal of existing service	<input type="checkbox"/>	Increased budget	<input type="checkbox"/>
Review of existing service/function	<input type="checkbox"/>	Introduction of new service/function	<input type="checkbox"/>	Decreased budget	<input checked="" type="checkbox"/>	Other (please specify) e.g. technical, progress, or procedural report	<input type="checkbox"/>

6. For changes with implications for budgets, please also complete the following information:

Current expenditure on this service/ function (£'000s)	In Council area	£3,260,000
	In/for specific community/ies (where known)	
Total Anticipated Savings/ proposed increased spend (£'000s)	In/for Council area	£191,000
	In specific community/ies (where known )	
Timescale for implementation	Start date for savings/increased spend	01/04/2014
	End Date for savings/increased spend	31/03/2019

	Phasing e.g. Year 1- £'000's,Year 2 - £'000's	Year 1 - £191,000 saving expected Year 2 to 5 - £191,000 benefit will be achieved in each year following year 1.
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## OUTCOMES , AIMS AND OBJECTIVES

7. What outcomes are the policy, strategy, service, function, revised policy or proposal expected to achieve? Consider the Single Outcome Agreement, Serving Stirling (and Equality Outcomes from post May 2013).

Outcome	Source
Our Financial Strategy will reflect the current economic challenges by saving £24M (now revised to £29M over five years) whilst ensuring the delivery of quality services	Serving Stirling – Key Priority – R

8. What are the main aims of the policy, strategy, service, function or proposal?

Following the move to shared services, across the two authorities assessment and care management services have identified areas where there is duplication of work. Current situation is that vacancies will offset the required post reductions.

9. What are the main changes proposed to this?

There is an opportunity within the shared service approach to integrate adult assessment and care management across Stirling and Clackmannanshire to ensure that services are focused on key priorities to support outcomes focused service with an improvement and resource conscious ethos. The admin support required for the shared service will also be reviewed and redesigned as part of this.

Maximise the effectiveness of service provision to meet both councils' populations. Align policies, process and practice in the interests of efficient and effective service delivery. Introduce a management structure to support health and social care integration. Maximise the use of staff and reduce duplication of effort. Address key risks and risk management arrangements through focused service delivery (example Adult Protection)

10. Who are the intended beneficiaries of the change/s proposed? (Geographical communities / particular service users / “protected characteristic groups” - quantify numbers affected by the policy/ proposal and the changes proposed if possible).

Service users will benefit with the efficiency of the service. Stirling Council will benefit as saving will be made in post reduction.

## MEETING THE GENERAL DUTY - GATHERING EVIDENCE AND ASSESSING IMPACT

### GATHERING EVIDENCE

11. What evidence have you used to identify any potential positive or negative impacts of this proposal on meeting the needs of the General Equality Duty (Q12), people within protected characteristic groups (Q13), and communities or individuals vulnerable to poverty (Q14)? Please amend/add to the examples of evidence sources listed as required.

Evidence Source	Details
<b>Research (national/local)</b>	Research on Shared Services, as the service has progressed we have found that there is a duplication of jobs being done across both authorities; this policy will address that issue
<b>Service delivery data/information including who receives the service</b>	Client Action Financial and performance information supplied by Business Support. Perception data
<b>Consultation/engagement</b>	Significant discussions, workshops and feedback sessions with Staff, Managers, Trade unions and HR.
<b>User feedback e.g. on the quality of service received</b>	No feedback as yet, however as this proposal progresses we will undertake user feedback and evaluation.

## ASSESSING IMPACT

12. What has the evidence obtained told you about the potential impact of this proposal on the key needs of the General Equality Duty listed below?

- **Eliminating unlawful treatment** (discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010)
- **Advancing equality of opportunity** (between people who share a relevant protected characteristic and those who do not)
- **Fostering good relations** - including the need to tackle prejudice and promote understanding (between people who share a relevant protected characteristic and those who do not)

Please select the appropriate impact for each of the key needs listed:

General Equality Duty “needs”	Positive(+) impact	Neutral(0) impact	Negative(-) impact	Summary of reasons for response
Eliminating unlawful treatment		0		Equality Strategy Maintained
Advancing equality of opportunity		0		Equality Strategy Maintained
Fostering good relations		0		Equality Strategy Maintained

13. What has the evidence obtained told you about the potential impact of this proposal on people in protected characteristic groups? Will this policy, strategy, service, function or proposal have a positive (+), neutral (0), or negative (-), impact on those belonging to a Protected Characteristic Group? The impact of this proposal should be considered in terms of its potential for eliminating unlawful treatment, advancing equality of opportunity and fostering good relations **already considered in more general terms in question 12 above. Please insert + / 0 /- .**

**Definitions of the protected characteristic groups are provided at the end of this document.**

<b>Protected Characteristic Group</b>	<b>Eliminating unlawful treatment (+/0/-)</b>	<b>Advancing equality of opportunity (+/0/-)</b>	<b>Fostering good Relations (+/0/-)</b>	<b>Comment</b>
<b>Age</b>			<b>+</b>	As this policy moves forward, service users should note an improved service and continuity of service. One contact point for all.
<b>Disability</b>			<b>+</b>	Service users will have the benefit of having expertise of specialist workers.
<b>Gender Reassignment</b>	0	0	0	Equality Strategy Maintained
<b>Marriage and Civil Partnership</b>	0	0	0	Equality Strategy Maintained
<b>Pregnancy and Maternity</b>	0	0	0	Equality Strategy Maintained
<b>Race</b>	0	0	0	Equality Strategy Maintained
<b>Religion and Belief</b>	0	0	0	Equality Strategy Maintained
<b>Sex</b>	0	0	0	Equality Strategy Maintained
<b>Sexual Orientation</b>	0	0	0	Equality Strategy Maintained

## IMPACT ON COMMUNITIES, GROUPS OR INDIVIDUALS VULNERABLE TO POVERTY

14. Will this policy, strategy, service, function or proposal have a positive (+) or negative (-) impact on any other geographical communities, groups or individuals - particularly those with a higher risk of experiencing poverty. **Please insert + / 0 / - , detail the impact and describe the groups affected.**

Refer to the notes at the end of the document for communities and groups of people who have a higher risk of experiencing poverty and see the link below for guidance on making poverty sensitive budget and service planning decisions.

<http://www.stirling.gov.uk/documents/temporary-uploads/assets- and -support/stirling-tackling-poverty-framework.pdf>

Those affected	Positive(+) impact	Neutral(0) impact	Negative(-) impact	Comment
Geographical Community /ies (Please specify)		0		Equality Strategy Maintained
Individuals or household groups (Please specify)		0		Equality Strategy Maintained

## OVERALL IMPACT

15. Based on the response to questions 12, 13 and 14 please summarise the overall impact/s of this proposal – positive, neutral or negative; highlighting any particular groups affected.

As this policy moves forward, service users should note an improved service and continuity of service. One contact point for all.

Service users will have the benefit of having expertise of specialist workers, this will have a particular impact in fields such as Learning Disability (LD) and Mental Health. (MH)

**MITIGATING POTENTIAL NEGATIVE IMPACT**

16. If you have identified any potential negative impacts use the matrix below to help identify the level of this, the number of people potentially affected and confirm this in the box provided below.

<b><u>Number of People Affected</u></b>	<b><u>HIGH</u></b>	<p>Your function or policy is likely to be discriminatory.</p> <p><b>Refer to the EqlA Toolkit on how to modify your function or policy.</b> (Page 11)</p>	<p>Your function or policy is likely to be <b>directly discriminatory</b>.</p> <p><b>You must reject or substantially modify your function or policy.</b></p>
	<b><u>LOW</u></b>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>	<p>Your function or policy is likely to be discriminatory.</p> <p><b>Refer to the EqlA Toolkit on how to modify your function or policy.</b> (Page 11)</p>
		<b><u>LOW</u></b>	<b><u>HIGH</u></b>
<b><u>LEVEL OF NEGATIVE IMPACT</u></b>			

<b>Level of impact</b>	<b>Number of people potentially affected</b>
LOW	120 (Stirling Council Staff)

17. Do you consider the policy / service function / proposal is a) directly or b) potentially discriminatory in its current form?

a) No b) No
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If answering yes to question 17a) the policy **must** be rejected or substantially modified - See Section 16 of this form and Page 11 of the EqIA Toolkit

If answering yes to question 17b) consideration should be given to modifying the policy – See Section 16 of this form and Page 11 of the EqIA Toolkit

**The resulting modified policy requires to be re – assessed to identify any potential positive or negative impacts as per questions 12, 13 and 14.**

18. Describe in detail the actions taken to remove any identified negative impact

Service users who use this service will not notice any impact on their individual level of care.  This policy is specifically internal to the shared service, and in particular eliminating duplication of work across the service. Staff meetings have taken place and will continue to take place to eliminate any potential negative impact.
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19. For the **final** policy being proposed, where negative impacts cannot be removed or minimised, clearly state your justifications for continuing the policy or function in its existing format.

Not applicable.
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**MONITORING AND REVIEW**

- 20. a) How will the implementation of this function or policy be monitored, how frequently and by whom ?
- b) How will the results of the monitoring be used to develop the function or policy?
- c) What is the timescale for reviewing the policy?

a) Introduce robust performance monitoring & quality assurance processes consistent with current reporting timescales  
 Alignment of assessment & care management processes, this will be monitored a quarterly basis by Social Services Management Team (SSMT)

b) These results will be used to shape the future delivery of the service, and used to review service user need.  
 Business support will provide quarterly reports to service managers' details service activity.

c) This policy will continue to be reviewed on an ongoing basis to ensure better services for our service users


- 21. Please summarise the results of the EqIA. In doing so it should be noted that the Council is committed to fulfilling its statutory duty to publish the results of any assessment where the policy change/ proposal is to be implemented. This statement requires to be authorised and signed by the Lead Officer responsible for the assessment.

As this policy moves forward, service users should note an improved service and continuity of service. One contact point for all.

Service users will have the benefit of having expertise of specialist workers, this will have a particular impact in fields such as Learning Disability (LD) and Mental Health. (MH)

Service users who use this service will not notice any negative impact on their individual level of care.

This policy is specifically internal to the shared service, and in particular eliminating duplication of work across the service. Staff meetings have taken place and will continue to take place to eliminate any potential negative impact.

<b>Authorisation by Lead Officer (Head of Service / Service Manager)</b>		
Name / Title	Signature	Date
<b>JANE MENZIES – Assistant Head of Social Services</b>		<b>22/January/2014</b>