

INITIAL SCREENING – STAGE 1

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.

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| Name of policy, strategy or function: Professional Support Services (PSS) – Reduction of PSS budget by £1.5m by 31 st March 2015. | Ref: CR0313PR |
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| Responsible Officer: Debbie Wood | Role: Business Lead PSS Corporate Review |
| Directorate: Corporate Resources | Assessment Date: 25 March 2013 |

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|-------------------|--|---|-----------------------------------|---------|
| Is this a: | Policy <input type="checkbox"/> | Strategy <input type="checkbox"/> | Function <input type="checkbox"/> | Service |
| Is this: | New or Proposed <input type="checkbox"/> | Already exists and is being reviewed <input type="checkbox"/> | Is Changing | |

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: To make efficiency savings in the Professional Support Service budget by 31st March 2015 of at least £1.5m.

Objectives: To redesign business processes and develop a revised Professional Support Services structure and organisational design founded on the principle of pooling resources and achieving economies of scale.

This proposal includes a more radical re-engineering and redesign of process to improve efficiency. It involves a more radical reduction in business support functions and therefore the level of reduction in numbers of support posts.

Outcomes: To provide a flexible, internal shared service for administration and business support activity, which delivers common business processes in a simple and standard way and provides an agreed, consistent level of support across Corporate Resources.

Benefits: Consistent business processes across the directorate. Consistent level of business support provided to all services. Greater flexibility of business support staff. Potential for staff to share and develop their skills and knowledge.

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?

2. Advance equality of opportunity?

3. Foster good relations?

4. Promote positive attitudes towards disabled people?

5. Encourage participation of disabled people?

6.

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

The PSS service aims to standardise processes and business support activities to ensure this is consistent across the whole directorate. Efficiencies can be achieved through co-location and there would be reliance on managers and others to utilise more self service options which are currently available to them.

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

There may be a negative impact on employees who may be subject to redeployment, compulsory redundancy or who may be required to move role or office location as a result of redesigning the service to achieve savings.

The impact on employees will be mitigated by:

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Quality check: The screening document has been checked using the agreed audit arrangements in the Directorate:

Name: (Officer/Group carrying out the Quality Check)
Helen Burnett

Directorate:
Corporate Resources Directorate