

Equality Impact Assessment - Initial screening form for restructuring proposals

Directorate	Specialist Services
Date	1 st February 2013
Consultation paper	Tri-Borough/CLCH Integrated Learning Disability - Health & Social Care Services Establishment of Pilot Service Areas across the Tri Borough Area and Management Structure
Purpose	<p>The leaders of Westminster City Council, London Borough of Hammersmith and Fulham, and the Royal Borough of Kensington and Chelsea, have already integrated Adult Social Care (ASC) services across the three boroughs.</p> <p>Agreement has now been reached with the Cabinets of the Tri-Boroughs and the Board of Central London Community Health NHS Trust (CLCH) to integrate Tri-Borough Adult Social Care services with Adult Community Health Care services in the three inner London boroughs.</p> <p>This consultation outlines the proposed integration and transformation of the Learning Disability Services across Hammersmith and Fulham, Kensington and Chelsea and Westminster (not including in-house provider services), with CLCH.</p>
Associated NHS guidance	NHS Employers' guidance document, 'Equity in implementing organisational change'
Who does it affect?	This change affects all members of CLCH staff within the community LD teams based in Kensington & Chelsea, Westminster and Hammersmith & Fulham to varying levels; from three staff have their current roles removed to all clinical staff having to take on additional responsibilities or adjust to new ways or working, systems and processes as part of unified systems being developed across the three boroughs and CLCH.
Consultation	XX February 2013 – XX March 2013

Introduction

The NHS Employers guidance document 'Equity in implementing organizational change' sets out a number of key principles that employers in the NHS should adhere to:

- No employee should receive less favourable treatment on grounds of age, gender, marital status, race, religion, sexual orientation, disability, working patterns, or on the grounds of trade union membership; and
- All decisions on identification of 'at risk' staff and redundancy criteria must be seen to be fair and transparent. As well as meeting the requirements both of equal opportunities legislation and best practice.

How to undertake the initial screening?

Prior to undertaking a full Equality Impact Assessment using the CLCH form it is advisable to undertake an initial screening of the proposals to downsize departments which may result in redundancies or redeployment.

This initial assessment form allows CLCH to consider the effect of organisational changes on particular groups of staff based upon ethnicity, gender, age and disability within the affected directorates.

If there is a disproportionate number of staff from equality groups who are 'at risk' in comparison to the total number of staff then a full Equality Impact Assessment is required. It is recommended that the benchmark is any difference of 20% based upon race, gender or disability (for example, 20% more BME staff are affected compared to the total number of staff).

By undertaking assessing a full Equality Impact Assessment on the process and decision making it will be will assessed if the downsizing process has a negative impact on particular groups and look at ways to minimize the impact (For example, training, support or redeployment). This will ensure that the process for selecting staff for redundancies are fair and transparent and in line with equal opportunities legislation.

Analysis and monitoring

Below are the tables that need completing to analyse the comparison between the total number of staff in the directorate and those staff at risk.

Directorate	Total number of staff
Effected Staff - Community Learning Disabilities Teams in Westminster, Kensington & Chelsea, and Hammersmith & Fulham	51
Comparator Group (total number of staff) Specialist Services	376

Age

Age band	A. Total number of staff Date*: <i>insert</i>	B. Number of substantive staff placed at risk downsizing proposal	C - Percentage - To calculate percentage column B divided by A x 100)
16-24	7	2	28.57%
25-44	166	40	24.10%
45-65	184	9	4.89%
66+	19	0	0%
Total	376	51	13.56%

Gender

Gender	A. Total number of staff Date*: <i>insert</i>	B. Number of substantive staff placed at risk downsizing proposals	C. Percentage - To calculate percentage column B divided by A x 100.
Men	93	10	10.76%
Women	283	41	14.49%
Total	376	51	13.56%

Race

Race	A. Total number of staff Date*: <i>insert</i>	B. Number of substantive staff placed at risk downsizing proposals	C. Percentage - To calculate percentage column B divided by A x 100.
White	196	36	18.37%
BME*	155	10	6.45%
Unknown	25	5	25%
Total	376	51	13.56%

Disability

Disability status	A. Total number of staff Date*: <i>insert</i>	B. Number of substantive staff placed at risk downsizing proposals	C. Percentage - To calculate percentage column B divided by A x 100.
Disabled	13	4	30.77%
Not disabled	214	28	13.08%
Not declared	149	19	12.75%
Total	376	51	13.56%

* Use data from the beginning of the month the consultation commences.

* BME – Black Minority Ethnic classified as any staff who do not declare themselves as White.

Outcome

Will the downsizing proposals affect a particular group of staff based upon their age, race, gender or disability?	Yes		No	x
	High risk. Complete a full EIA.		State below how you have reached this conclusion	

Conclusion

This initial Equality Impact Assessment shows that proposals may disproportionately affect staff based upon their disability and age (16-24 and 25-44). However, at this initial point, we do not find it necessary to carry out a full Equality Impact Assessment for the following reasons:

- The three CLCH members of staff directly affected through their roles being removed do not fall into any of the highlighted categories;
- The other changes proposed will not affect staff falling into these categories due to the nature of the changes not placing additional demands on characteristics particular to the categories highlighted. Specifically, it is not envisaged that the introduction of case management duties, covering duty, and integrating consistent systems and process across the three boroughs will have an adverse impact upon these specific highlighted groups.

However, through the course of the consultation, we will note and welcome any comments in relation to this initial assessment, and the conclusion reached, in order to assess whether there is the potential for any impact upon the highlighted groups. If any concerns or potential risks are raised we will review these, and in conjunction with the CLCH Equality and Diversity Team, look to complete a full Equality Impact Assessment.

Date completed:

Name:

Signature:

Date signed by Equality and Diversity team:

Signature: