

Record of decision that Equality Impact Assessment is not required

Directorate and service area

Central Services – Business Support

Name and contact of officer(s) taking decision that EIA not required

Kevin Tharby Ext 2048

What are you proposing to do?

To modernise, streamline and maximise back office support services as part of the overall Business Support 2020 programme. The programme can be broken down into a number of projects:

- Review of Business Support arrangements for the Prevention Service – Update: this has been completed
- Merging of the Transport & Admissions Team – Update: this has been completed
- Streamlining Finance Admin as a result of Oracle upgrades and the Finance 2020 project.
- Ongoing review and streamlining of vacant posts. – Update: this will be part of budget savings in 2017/18
- Reductions in centralised budgets, furniture, travel, accommodation, stationery, venue hire etc – Update: venue hire reductions will be part of budget savings in 2017/18
- Ongoing reductions in print and post costs – Update: this will be part of budget savings in 2017/18
- Further restructures in response to services 2020 changes.
- Maximising opportunities from systems developments
- Ongoing recruitment of apprentices into a number of band 4 roles within the service – Update: this will be part of budget savings in 2017/18

Update: For 2017/18 the net effect will be reductions of £720K consisting of:

- Streamlining of vacant posts - £350K
- Appointment of apprentices to band 4 roles - £120K
- Reduction in print costs - £25K
- Reduction in furniture costs - £25K
- Reduction in venue hire costs - £200K

Why are you proposing this?

Through maximising back office / support arrangements we will enable resources to be concentrated on front line services.

Does the proposal involve a significant commitment or removal of resources?

No.

Will this proposal change anything for customers or staff? What will change?

No impact is envisaged for external customers. For internal customers services will change as new systems and processes are introduced. For staff they will need to be flexible and adaptable as Business Support arrangements are reconfigured to meet the needs of Directorate 2020 service changes.

<p>Will the proposal make things worse for people with protected characteristics (age, disability, sex, disability, gender reassignment, religion or belief, pregnancy or maternity, marriage or civil partnership)? (Customers, staff etc). How do you know? Do you have any evidence to support your assessment? The proposed changes do not impact on people with protected characteristics.</p>		
<p>If there might be a negative impact on people with protected characteristics can this impact be reduced? How? Not applicable.</p>		
<p>Could the proposal have a significant negative impact on some people with protected characteristics or a less severe negative impact on a lot of people with protected characteristics? If “Yes” more detailed analysis should be undertaken and an EIA completed. No</p>		
<p>Does the proposal relate to an area where there are known inequalities (e.g. disabled people’s access to public transport)? No</p>		
<p>Could the proposal have a greater negative impact on people in rural areas? No</p>		
<p>Could the proposal have a worse impact on people with less money? No</p>		
<p>Will the proposal have a significant effect on how other organisations operate (e.g. partners, funding criteria, etc). Do any of these organisations support people with protected characteristics? No</p>		
<p>Do the answers to the previous questions make it reasonable to conclude that there will be no or very limited adverse impacts on people with protected characteristics?</p>	Yes	
<p>Will there be no or limited adverse impacts on people in rural areas?</p>	Yes	
<p>Will there be no or limited</p>	Yes	

adverse impacts on people in rural areas?		
Further analysis and full EIA Required		No
Decision not to undertake EIA approved by (Assistant Director or equivalent)	Kevin Tharby	
Date:	16 February 2015 – updated 9 January 2017	