

# **Equality Impact Assessment and Analysis (EqIAA) for CAH Integration: Information Management Review**

## **Introduction**

### **CAH Integration**

Following consultation regarding the formation of a single Children, Adults and Health department in July-September 2012, a decision was taken by Policy and Resources Committee on 5 November 2012. The new department was formed on 1 January 2013. This provides opportunities to realise benefits resulting from integration of the teams, including the transfer in of the public health team. Integration projects will involve reviewing current operating practises with the aim of moving to standard and integrated working methods and systems where possible and appropriate. The savings target associated with the combined impact of all the Children, Adults and Health integration projects is £1125K.

### **Information Management**

This project has been established to deliver target efficiency savings of £85k in 2014/5 that will contribute to the CAH Integration Programme with a specific focus on staff working within the area of information management. Across the CAH Department, IM activities currently take place in around seven teams (but with most activity based in four core teams).

### **Scope of the Review**

Within scope of this review are the following activities and roles across the CAH department which:

- Define, measure and analyse process quality, and design & implement process improvement
- Specify, collect, analyse, report and communicate performance measures, as well as designing and implementing improvements
- Specify, collect, analyse, report and communicate data used for research and planning purposes, as well as designing and implementing improvements
- Define information requirements and information strategy
- Define, review and re-engineer business processes in conjunction with users and other stakeholders
- Design, build, procure, test and implement business information solutions, including project management of these activities
- Design and delivery of training and other support (such as helpdesk) on the use of Information Systems and associated business processes
- Run business information systems including systems administration and configuration management of systems and interfaces
- Manage changes to business processes, systems and interfaces including specific change management approaches and carrying out appropriate communication and support for those changes

This will include staff from the following teams: CCH (Performance and Information Services), CYP (Performance Research and Information, Business Systems and YOT), Health and Wellbeing.

## Objectives of the Review

- To create an integrated Information Management function that meets the current and future needs of the organisation, members, partners and statutory bodies.
- To follow the council's workforce change procedure and, if appropriate, the corresponding policy for Public Health TUPE'd staff.
- Ensure all staff have an opportunity to contribute to the review, individually and through group work.
- Contribute to the implementation of the Council's Target Operating Model (TOM) to standardise, simplify and share services.
- Deliver £85k efficiency savings to contribute to a balanced Medium Term Financial Plan (MTFP) for the Council.
- Consider the work load, skills and competences within the teams needed to deliver the function.
- To create robust, consistent quality assurance processes and measures across the function.
- To explore the use of common tools and processes across the integrated function.

## Potential impacts upon equality groups and how the review will ensure there is no disproportionate negative impact upon any equality group

1. The Review is likely to make recommendations that will result in posts within scope of this review being deleted. Post holders may be part of a 'protected characteristic' group.
  - The Council workforce change procedure, which itself has been equality impact assessed, has been followed throughout the Review to ensure no disproportionate impact upon any equality group.
  - Members of the Review project team have been assigned responsibility for individual members of staff within scope of the review. They are responsible for ensuring that those staff receive communications and contact as appropriate and in a way that meets their individual needs.
  - HR monitors equality related information in respect of staff.  
There are 50 staff who complete tasks that are in scope of this review:

Equality Group	Number	% in scope	CAH Department population (2012-13) %	SGC workforce population (2012-13) %
Female	30	60	67.7	71.8
Male	20	40	34.4	28.2
Aged 65 and above	0	0		3.5
With a declared disability	#	#		4.3
White British	45	75		85.4
BME	#	#		5.3
Ethnicity not disclosed	#	#		9.3

NB. numbers are replaced with a # symbol to allow for confidentiality

The table shows that, in comparison to the Council workforce (and Departmental Workforce in relation to Gender), those in scope broadly mirror the overall population figures. It is noted, however, that Males and staff with a declared disability are slightly over-represented within the population in scope. As previously noted, all individuals have, throughout the implementation of the workforce change procedure, been assigned an individual with responsibility for meeting needs.

2. Management information collated and analysed by activities within scope of this review may be used to inform decisions relating to equality groups.
  - The necessity of future reports will be reviewed and all reports that continue will include equalities analysis as a key element.
  - To ensure that the review does not reduce activities that could impact on vital decision making relating to equality groups all proposals were subject to a 45 day period of consultation with staff and key stakeholders. The consultation ran from the 29 November 2013 – 13 January 2014. In addition, six face to face consultation sessions were held with staff in scope of the review.

### **EqIAA Outcome**

As a result of this EqIAA, there are no direct equality implications which would require the Council to rethink the implementation of the changes proposed and consulted upon with staff and trade unions for the Information Management Review.