

## Equality Impact Assessment (EqIA)

Before completing this EqIA please ensure you have read the EqIA Guidance Notes

<b>Title</b>	<b>Restructure for Child Death Overview section of Dorset Safeguarding Children's Team</b>		
<b>Date assessment started:</b>	08.04.19	<b>Version No:</b>	2
		<b>Date of completion:</b>	23.04.19

### Type of Strategy, Policy, Project or Service:

Is this Equality Impact Assessment (please put a cross in the relevant box)

Existing:	<input type="checkbox"/>	Changing, update or revision:	<input type="checkbox"/>
New or proposed:	<input checked="" type="checkbox"/>	Other (please explain):	<input type="checkbox"/>

Is this Equality Impact Assessment (please tick)

Internal:	<input checked="" type="checkbox"/>	External:	<input type="checkbox"/>	Both:	<input type="checkbox"/>
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### Report Created By:

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Members of the assessment team:	Kaye Elston

## Step 1: Aims

What are the aims of your strategy, policy, project or service?
The role of the Child Death Overview service is a statutory requirement under the Children Act 2004, as amended by Sections 24-28 of the Children and Social Work Act 2017. Child Death Review partners (from the Local Authority and the local Clinical Commissioning Group) must make arrangements to review all deaths of children normally resident in the local area, and if they consider appropriate, for those not normally resident in the area. The business/administration function of the Child Death Review process is located within the Dorset Safeguarding Children's Board (DSCB) but it is a Pan Dorset function.
What is the background or context to the proposal?
The legislation quoted above, Children and Social Work Act 2017, has led to the Pan Dorset arrangement reviewing its current arrangements to ensure there is enough data to analyse to be able to consider trends. Negotiations have already taken place with a neighbouring county, Somerset County Council, and the new safeguarding partnership arrangement has agreed the merger.

Pan Dorset Child Death Overview Panel (CDOP) has one part-time administrator (18.5 hours per week) and a CDOP Project Implementation Manager (18.5 hours per week). Somerset County Council only has a part-time administrator (18.5 hours per week). The project manager has been in post 8+ years initially to set up the process. Somerset no longer have an equivalent of this post as it was considered redundant some time ago. The administrator completes the work which is overseen by the Safeguarding Board Business Manager. During the merger discussions, Somerset advised that would not contribute to the funding of the CDOP Project Implementation Manager post.

There has also been agreement for an electronic case management system to be introduced which will significantly reduce the number of administration hours required.

An Options paper was presented to the new Children Safeguarding Partnership arrangement presenting three options on 11<sup>th</sup> March. The three options were as follows:

- Option 1 – to retain the current combined number of staffing
- Option 2 - To keep the two CDOP Administrators in post and appoint a CDOP Co-ordinator to oversee the merged function. This would be a new post estimated to be at grade 8. This is lower than the CDOP Implementation Manager post which is Grade 11.
- Option 3 - To have two upgraded CDOP Administrators in post, one in Dorset and one in Somerset to take on more responsibility estimated to be at grade 7.

The new Children's Safeguarding Partnership agreed that Option 3 would be taken forward. This option detailed the loss of the CDOP Project Implementation Manager post and the upgrading of the Administrator post to take on some additional responsibility.

## **Step 2: Intelligence and Communication**

What data, information, evidence and research was used in this EqIA and how has it been used to inform the decision-making process?

Due to the low number of child deaths in Dorset the legislation requires that we join with a neighbouring authority to provide the opportunity to increase the number of cases that can be reviewed which increases the capacity for learning and considering trends etc. Information has been obtained from Somerset to establish what data they are processing and the administration requirements. We have also collated data around the staff affected.

What data do you already have about your service users, or the people your proposal will have an impact on?

There are two employees who hold posts within this function, each one is part time and works 18.5 hours per week. One at Grade 11 for which the salary band is £31 371 to £36 876 (SCP 28-34) and one at Grade 5 for which the salary band is £18 426 - £19 171 (SCT 4-6).

The DSCB Business Support Manager has line management responsibility for the Administrator and the Business Manager has line management responsibility for the CDOP Project Implementation Manager.

There is an impact on the CCG as they provide the clinical resources for the Child Death Overview Process which is dependent upon the business/administration support provided. The CCG do not contribute financially to business administration support provided.

What engagement or consultation has taken place as part of this EqIA?

At this stage the two affected employees and their manager have been advised informally of the decision of the new structure and that their posts are at risk. Timeline around this:

- A meeting with HR and a Union rep took place on 09.04.19 which has commenced the formal consultation process.
- It is anticipated that there will be 45 days consultation period which will close on 24.05.19.
- Week commencing 27.05.19 interview for the ring-fenced post of the Grade 7 CDOP Administrator post.
- The appointment to the post of Administrator would be confirmed in the week commencing 27.05.19 and therefore notice periods can then commence for unsuccessful applicants or for either member of staff who wish to take redundancy. The maximum notice period would be for three months
- Therefore, it is anticipated that the new staffing structure will be in place by 1<sup>st</sup> September 2019 at the latest.

Is further information needed to help inform this proposal?

A pre-existing Grade 7 job description already exists but a new context statement has already been written.

How will the outcome of consultation be fed back to those who you consulted with?

It will be fed back formally and in writing by the DSCB Business Manager of the DSCB and their manager, the Designated Manager for Safeguarding and Standards).

### Step 3: Assessment

Who does the service, strategy, policy, project or change impact?

- If your strategy, policy, project or service contains options you may wish to consider providing an assessment for each option. Please cut and paste the template accordingly.

For each protected characteristic please choose from the following options:

- Please note in some cases more than one impact may apply – in this case please state all relevant options and explain in the 'Please provide details' box.

Positive Impact	<ul style="list-style-type: none"> <li>• Positive impact on a large proportion of protected characteristic groups</li> <li>• Significant positive impact on a small proportion of protect characteristics group</li> </ul>
Negative Impact	<ul style="list-style-type: none"> <li>• Disproportionate impact on a large proportion of protected characteristic groups</li> <li>• Significant disproportionate impact on a small proportion of protected characteristic groups.</li> </ul>
Neutral Impact	<ul style="list-style-type: none"> <li>• No change/ no assessed significant impact of protected characteristic groups</li> </ul>
Unclear	<ul style="list-style-type: none"> <li>• Not enough data/evidence has been collected to make an informed decision.</li> </ul>

Age:	Unclear
What age bracket does this affect?	One post holder is in the age bracket 25 – 39 and the other post holder is in the age bracket 50 – 59
Please provide details:	At this present time, we are unclear what/ if any impact will be on the affected staff. Once the consultation period has ended and interviews have taken place, we will be in a position to review this.

Disability:	Neutral Impact
Does this affect a specific disability group?	No one has declared this characteristic out of the affected staff
Please provide details:	

Gender Reassignment and Gender Identity:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff.

Pregnancy and maternity:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff.

Race and Ethnicity:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff.

Religion or belief:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff.

Sexual orientation:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff.

Sex:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff

Marriage or civil partnership:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff

Carers:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff

Rural isolation:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff.

Single parent families:	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff.

Poverty (social & economic deprivation):	Neutral Impact
Please provide details:	No one has declared this characteristic out of the affected staff.

Military families/veterans:	Neutral Impact
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Please provide details:	No one has declared this characteristic out of the affected staff.
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## Step 4: Acton Plan

Provide actions for **positive**, **negative** and **unclear** impacts.

If you have identified any **negative** or **unclear** impacts, describe what adjustments will be made to remove or reduce the impacts, or if this is not possible provide justification for continuing with the proposal.

Issue	Action	Person(s) responsible	Deadline	How will it be monitored?
Identifying protected characteristics	Review Report in DES	Kaye Elston and Donna Devoto	24.04.19	Feedback to line manager
Context statement needs to fit with the new post.	Develop context statement around the new Grade 7 post.	Kaye Elston	24.04.19	Context statement is shared with affected staff.
Age Impact	Once consultation period has ended and interviews have taken place, review if any impacts have been identified.	Kaye Elston	27.05.19	Consultation with staff affected.

## Step 5: EqIA Sign Off

Officer completing this EqIA:	Kaye Elston – DSCB Business Manager	Date:	25/04/19
Equality Lead:	Susan Ward-Rice	Date:	26/04/19
Relevant Focus Groups*:	Rick Perry - Children's Diversity Action Group	Date:	26/04/19
Directorate Board Chair:		Date:	

\* To include Diversity Action Groups