

Impact Assessment of: Youth Service Restructuring Proposals
Service/ Directorate: Children's Services
Date Completed: 5 th September 2008
Lead Officer: Emma O'Neill

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Jenny Barth	LCC – Former L&L Dept	Facilitator – BME Equality Officer (Support Services)
Denise Ragan	LCC Youth Service	Youth Service manager/Unison representative
Jo Holmes	LCC Youth Service	Youth Service manager/CYWU representative
Ezz Witter	LCC Youth Service	Youth Service manager, Chair Dept BME Group
Emma O'Neill	LCC – Human Resources	Human Resources Officer
John Sephula	LCC- Former L&L Dept	BME Equality Project Officer (Support Services)
Kay Malley	LCC – Human Resources	Learning & Development Officer
Sharon Elliott	LCC Youth Service	Youth Service Manager
Glen O' Malley	LCC Youth Service	Youth Service Manager/GMB representative

Brief description of policy/ service:

A proposed new structure for the Youth Service. The scope of the EIA to include all aspects of the proposals:

- Youth Workers – proposal to slot permanent workers into slots at Youth Worker grade under recruitment & selection appendix 12
- Senior Youth Workers – proposal to slot permanent workers into posts at Senior Youth Worker grade under recruitment & selection appendix 12
- Youth Work managers – proposal to decrease posts through turnover to be reviewed after 12 months
- Staffing proposals to realign working practice for Senior Youth Workers and Youth Work Managers

- Re-alignment of staff working within multiple contracts

Brief account of how the impact assessment was carried out:

The assessment team met on 29th January 2008 and 6th February 2008 to consider the issues around the proposed new structure for the Youth Service. .

Brief description of any adverse affects found:

Built Environment	Potential adverse affect if DDA and reasonable adjustments not fully considered and in place at the appropriate time.	Disabled staff and service users.	Accessibility and reasonable adjustments need to be planned for e.g. Parking, ICT requirements.
Location	Staff may incur additional travelling time and expenses do to change in location. Move to area with limited diversity / known far right activity. Move to new area team. Community Cohesion Issues.	May disproportionately impact on those with caring responsibilities, disabled, part time staff. May disproportionately impact BME staff. May disproportionately impact LGBT staff. Service Users.	Relocation of staff and services without consideration of personal circumstances and equalities could disproportionately impact on the groups identified. “ “ “ “ Moves may create territorial issues between groups of young people.
Information and Communication	EIA has identified a need to identify opportunities for further consultation and involvement in	All staff and service users. May have disproportionate impact on part time	Process needs to reflect the views of all relevant groups.

	the service.	or outreach workers.	
Customer Care and Staff Training	Staff may not have the necessary skills / knowledge to deliver the new priorities.	All staff and service users.	Training impacts on the quality of service provision and the confidence of staff in carrying out their roles.
Timing	Adapting the skills of the workforce to deliver the new priorities.	May disproportionately impact on part time staff.	Training requirements may not fit into current working pattern and impact on other commitments.
Stereotypes and Assumptions	Assumptions may be made about where staff want to work and the choices they would make.	May disproportionately impact on carers, LGBT staff, single parents, disabled staff, religious and faith issues.	A risk that assumptions are made and staff not consulted.
Cost	Relocation may result in excess travel costs.	Potentially any staff who move location.	Staff may be relocated further away than their current office base.
Consultation and Involvement	Staff are not consulted regarding relocation.	All staff affected by relocation.	See Stereotypes and assumptions.
Any other barriers specific to the service / policy	Decrease in YWM posts may affect the workforce profile. Closure of specialist provisions may mean that duties are not complied with in respect of race, gender, disability , religion & faith, sexual orientation and work with new	All staff, may disproportionately affect under-represented groups eg BME women at Senior Levels. Service users.	May limit opportunities for career progression. May limit opportunities for service users.

	and emerging communities. Adverse impact on stress issues for Senior Youth Workers.	Senior Youth Workers and all staff.	Pressures may result from less Youth Work managers in place, therefore a risk that there will be less support and increased workload for SYWs.
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Summary of Actions arising from Assessment		
Actions	Responsibility	Timescale
Risk Assessment and profile of services (e.g. Parking) needs to be available for each location.	Area SYO or YWM.	Ongoing.
Equality Impact Assessment needs to be undertaken on the HUB strategy.	SMT	To be confirmed. Strategy being developed, to be assessed as impact locally.
Consider individual staff preferences / circumstances for staff relocation and clear communication of criteria used.	SMT	Done
Support for Managers during the changes to the service and ensure consistency.	All Managers.	Ongoing.
Implement a consistent, clear strategy to communicate key messages and support staff through change.	All Managers	Ongoing.
Undertake a skills audit of the service and align learning with service needs.	SYOs and YWMs.	Supervision and appraisal October 08.
Ensure that Managers have understanding of relevant policy / procedures, particularly related to staff moves e.g. excess travel.	SYOs and all Managers	Ongoing.
More transparent budget setting and allocation.	SYOs and all Managers	Ongoing.

Consider opportunities for wider consultation and engagement with staff, Service Users, Partners and Community Groups.	SMT	Ongoing – Annual user survey, Staff Survey, individual consultation, with staff and Trade Unions.
Identify ways of working differently to minimise risk of stress.	SMT / All Managers	Raise at YWM forum, YWM and SYW support.
Equality Impact Assessments on all future changes. E.g. HUB	SMT / Working group	TBC

Contacts for further information:
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Emma O'Neill

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