

EQUALITY IMPACT ASSESSMENT (EIA) SCREENING FORM

1. Introduction to the EIA process

A successful EIA will look at 5 key areas:

- **Identify the Proposal to be assessed** – a clear definition of the service reform and its aims;
- **Screening** - collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups);
- **Prioritising Impact** – reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level;
- **Action Planning**– develop an action plan to make changes where a negative impact has been assessed;
- **Measuring outcomes** – stating how you will monitor and evaluate the financial option to ensure that you are achieving the expected outcomes for all groups;

2. Name of the Proposal:

Glasgow City Council Social Care Services: Mobile Working

3. List main activities of the Proposal:

Most social work activity needs to take place where people are. To be effective, workers need to be supported to work away from the office, sometimes working from clients' homes, their own home or a variety of local public sector facilities, saving on travel time to and from a fixed base. New technology enables this to happen more effectively.

Mobile Working describes the use of mobile devices and technological enablement which allows workers to carry out their full range of job activities remote from any fixed base.

There are 2 generic work-styles which fall within the definition and can be enhanced by Mobile Working:

1. The Mobile Office Worker; typically a person working in a physical office environment, using standard office applications, processes and requiring access to corporate systems.

2. The Mobile Field Worker; operates on a nomadic basis engaging externally either with citizens or assets (e.g.Social Worker or Occupational Therapist).

4. Who will be the main beneficiaries of the Proposal:

The provision of mobile technologies for these mobile work-styles could bring considerable benefits not only for the organisation but also for the individuals involved. The deployment of the appropriate technologies will give pertinent areas of our workforce the ability to work anywhere, irrespective of place and time and enable them to access and update information and communicate on the go.

The use of mobile working has the potential to generate several key benefits such as:

- Improved customer service- being focused on what our customers need (i.e. maximise the value of our time to serve them).
- The Council - recognising and supporting the needs of a diverse work force (i.e. be flexible in our approach to working hours and practices)
- Actively reduce our carbon footprint, (i.e. reduce business mileage and reduce unused space that is heated, illuminated and maintained).and potentially
- Be efficient - look to exploit opportunities to use resources more efficiently and develop more cost-effective ways of working that will contribute towards the Council's efficiency targets, reduced property requirements which may result in cashable efficiencies.

5. Name of officer completing Proposal screening:

Liz Fournia

6. Screening Verified by:

Fiona Lockhart

DATE 18 December 2014

EVIDENCE/ENGAGEMENT

The best approach to find out if the proposal is likely to impact negatively or positively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. This will provide you with what do you need to know that will provide you with evidence of the needs of the diverse population and their needs.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to; Gender, BME, Disabled people, LGBT, older people, children & young people or faith & belief.	Do you intend to set up your own consultation? If so, please list the main issues that come from this consultation.
<p>Social Work Services piloted the use of mobile technology with 3 Occupational Therapists (OTs) in the South East CHCP from 1st March to 31st May 2009.</p> <p>A similar pilot conducted by Renfrewshire Council Social Work Department in 2006/07¹ (OTs and Home Care Workers) found to half OT waiting times. This pilot was successful has been considered in the planning of the current Glasgow pilot.</p> <p>The mobile working concept considered the benefits to the members of the team involved in the pilot, the department and most importantly the service users.</p>	<p>All</p>	<p>The overall aim of the pilot was to demonstrate that mobile working could:</p> <ul style="list-style-type: none"> ▪ increase the efficiency of the OT service. <p>There were no equality issues raised. Most issues were around the availability/reliability of IT and Health and Safety.</p>
<p>Consultation Exercise with a sample of Social Work Staff that will be affected by the change. Held 18 November 2014.</p>	<p>ALL</p>	<p>There were no equality issues raised.</p>

¹ Renfrewshire Council Social Work Department, "Mobile and Flexible Working Pilot – Report on 2006/07 Implementation in Occupational Therapy and Home Care Services", May 2006

DIFFERENTIAL IMPACT

Use the table below to tick where you think the proposal has either a negative impact (could disadvantage them) or a positive impact (contributes to promoting equality or improving relations within an equality group), based on the evidence you have collated

There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts.

		Positive Impact – it could benefit an equality group	Good Practice/Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason
GENDER	Women	✓	✓	None identified	<p>Mobile working and technology can help in the effective planning of services, matching services to demand more accurately. It can also help vulnerable people to lead independent lives, and improve communication with workers and people who use services.</p> <p>Some comments from staff who took part in the pilot stated it provided:</p> <ul style="list-style-type: none"> ▪ a more flexible work style ▪ perfect work life balance ▪ More effective use of time; feel more in control of time ▪ Sense of achieving a good standard of work
	Men	✓	✓	None identified	As above
BME	All ethnic	✓	✓	None identified	As above

		Positive Impact – it could benefit an equality group	Good Practice/Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason
	minorities				
DISABLED PEOPLE	Physical D Learning D Sight impairment Hearing Impairment	✓	✓	None identified	As above
LGBT	Lesbians Gay Bisexual Transgender	✓	✓	None identified	As above
AGE	Older People	✓	✓		As above
	Children and Young people	✓	✓		As above

Continue to answer or tick the following questions where the initial screening (above) indicated that there may be a negative impact on certain equality groups. ** Equality Legislation listed a back of this document.

IMPACT	YES	NO
HIGH		

There is substantial evidence and/or concern that people from different groups or communities are (or could be) differently affected by the proposal.		✓
MEDIUM		
There is some evidence and/or some concern that people from different groups or communities are (or could be) differently affected by the proposal.		✓
LOW		
There is little or no evidence that some people from different groups or communities are (or could be) differently affected.		✓
Does the negative impact breach any of the equality legislation? **		✓
	Immediately	Within next 6 months
The negative impact requires action to be taken	None	None

MEASURING OUTCOMES

The equality impact assessment screening is not an end in itself but the start of a continuous monitoring and review process. It is our responsibility to identify any current, new or developing issues raised by our partners including service users and carers and wider community.

Legislation

The UK Government's Equality Act 2010 replaces the existing equality legislation and brings anti-discrimination laws together in a single

Act. It simplifies the law and removes inconsistencies making it easier for people to understand and comply with it. The Equality Act protects people on the basis of protected characteristics specified in the Act. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

A key measure within the Act is the Public Sector **Equality Duty** which came into force on 5 April 2011. This Duty requires public bodies to be pro-active in tackling discrimination by eliminating discrimination, pro-actively promoting equality of opportunity and by fostering good relations between those who share a protected characteristic and those who do not. The intention is to prevent discrimination by bringing equality into the mainstream and taking the Equality Duty into consideration before, during and while making a decision on the development of policy options

The Equality Duty is supported by the **specific duties** set out by Scottish Ministers to apply to some public authorities including local authorities. The specific duties require public bodies to publish information to show their compliance with the Equality Duty.

One of the specific duties relates to Equality Impact Assessment. Public Authorities in Scotland are required to carry out impact assessments of any proposed new or revised policy or practice. "Policy" is used as shorthand for a range of different types of functions including strategies, plans, services or proposals as well as provisions, criteria and practices. For example, setting budgets, developing high-level strategies, changing organisational practices such as internal restructuring or proposals for any of the above.

Impact assessments should be based on relevant evidence and the results should be published.