

**Section 1: Policy/Function/Decision (PFD) Details**

A **PFD** is understood in the broad sense including the full range of functions, activities and decisions the Health and Social Care Partnership is responsible for.

Name of PFD:	West Dunbartonshire Health and Social Care Partnership – Workforce and Organisational Development Strategy 2015-2018 and Support Plan 2015-16
Lead Team & other departments/sections/ partners involved:	HR and Planning, Strategy and Health Improvement
Responsible Officer	Soumen Sengupta
Impact Assessment Team	Serena Barnatt , Chris McNeill, John Russell, Jackie Irvine and Ailsa King
Is this a new or existing PFD	New
Start date: (the assessment should be started prior to PFD development/drafting or at the early stages of review): July 2015	
End date (this should allow for the assessment to inform decision-making): October 2015	
What are the main aims of the <b>PFD</b> ?	To provide a structure for effective workforce and organisational development planning for the HSCP for 2015-18 and a support plan for 2015-16
Who are the main target groups/ who will be affected by the <b>PFD</b> ?	Staff groups with the HSCP Service users/ patients of the HSCP
Relevance (of <b>PFD</b> to the general equality duties and equality groups, also record if there is no relevance giving reasons/ evidence) Yes: Relevant as this policy is about public service delivery	

	If yes, complete all sections, 2-9
	If no, complete only sections 8-9
	If don't know, complete sections 2& 3 to help assess relevance
<b>Section 2: Evidence</b> Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
<b>Available evidence:</b>	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	
Research and relevant information	Yes from the Scottish Social Services Council (SSSC), Care Inspectorate and NHS Health Scotland about skills and development required in relation to person centred cared
Officer knowledge	Yes of the qualities required to work in the community health and care sector
Equality Monitoring information – including service and employee monitoring	Yes – information from workforce planning departments from both WDC and NHSGGC
Feedback from service users, partner or other organisation as relevant	Yes information on patient/service user issues included as appropriate.
Other	
<b>Are there any gaps in evidence?</b> Please indicate how these will be addressed	
Gaps identified	Nil

Measure to address these			
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>			
<b>Section 3: Involvement and Consultation</b> Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.			
Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.			
Details of consultations	Dates	Findings	Characteristics
		.	Race
			Sex
		.	Gender Reassignment
			Disability
		.	Age
			Religion/ Belief

			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
HSCP Joint Staff forum	29 <sup>th</sup> of July and 28 <sup>th</sup> of October	No negative impacts or issues related to staff with protected characteristics identified. Positive partnership with West College Scotland ( Clydebank Campus identified)	Other

*Note: Link to Section 6 below Action Plan*

#### Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			X
Sex	X as supports flexibility in the workforce recognising the caring responsibilities faced primarily by women		

Gender Re-assignment			X
Disability	X as enhanced recognition of flexibility in the workforce with a positive impact on staff with disabilities		
Age	X as enhanced opportunities for apprenticeships plus impact of varying retirement ages		
Religion/ Belief			X
Sexual Orientation			X
Civil Partnership/ Marriage			X

*Note: Link to Section 6 below Action Plan in terms of addressing impacts*

## **Section 5: Addressing impacts**

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6:

Action Plan	
1. No major change	
2. Continue the PFD	X
3. Adjust the PFD	
4. Stop and remove the PFD	
Give reasons: Workforce plan has identified no negative impacts and some positive impacts.	
<i>Note: Link to Section 6 below Action Plan</i>	

<b>Section 6: Action Plan</b> Please describe any action which will be taken following the assessment in order to; <ul style="list-style-type: none"> <li>• reduce or remove any negative impacts,</li> <li>• promote any positive impacts, or</li> <li>• gather further information or evidence or further consultation required</li> </ul>				
Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
				Race
To explore additional opportunities for addressing the current gender segregation of the HSCP whereby the workforce is primarily female	<b>SB/CM</b>	To provide improved access for local males to HSCP employment opportunities through the development of a Health and Social Care Academy with West College Scotland ( Clydebank Campus)	<b>December 2016</b>	Gender

				Gender Reassignment
				Disability
To explore additional opportunities for making HSCP a more accessible employer to newly qualified health and social care staff	<b>SB/CM</b>	To provide improved access to employment for newly qualified HSCP staff through the development of a Health and Social Care Academy with West College Scotland ( Clydebank Campus)	<b>December 2016</b>	Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
To include specific workforce development component of HSCP Equality Outcomes	<b>SS</b>	To ensure that workforce element of HSCP Equality Outcomes 2016-2020 is explicitly included in Workforce and Organisational Development Strategy and Support plan 2016/17 and 2017/18	<b>April 2016</b>	Other e.g. cross cutting
<b>Are there any negative impacts which cannot be reduced or removed?</b> please outline the reasons for continuing PFD				
<b>Section 7: Monitoring and review</b>				
Please detail the arrangements for review and monitoring of the policy				
How will the PFD be monitored? What equalities monitoring will be put in place?	Via regular reports to HSCP SMT plus annual report to the HSCP Integrated Joint Board Annual monitoring of HSCP workforce including data on protected characteristics.			
When will the PFD be reviewed?	Annual Support Plan for 2016/17 and 2017/16			

Is there any procurement involved in this PFD? Yes/No	Nil	
<b>Section 8: Signatures</b>		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: S Sengupta	Date: 2/11/2015
EQIA/EIA Trained Officer:	Signature: A King	Date:2/11/2015
<b>Board Reporting:</b> complete relevant paragraph on board report and provide further information as necessary	Signature:	Date: