

Devon Procurement Services - Supply Zone Re-organisation

A) Description

Name of service, function, policy (or other) being assessed

Devon Procurement Services (Supply Zone)

Directorate or organisation responsible (and service, if it is a policy)

Corporate Resources

Date of assessment (DD/MM/YY)

September 2009

Date next assessment due (3 years)

September 2012

Names and/or job titles of people carrying out the assessment

Katie Granger

Accountable person (e.g. Head of Service)

Annette-Marie Ball

Date EINA Form approved by accountable person (e.g. Head of Service)

1. What are the aims or main purpose of the service, function or policy? What does it provide and how does it provide it?

Supply Zone's purpose is the supply of both specialist educational goods and services and general office goods and services to schools and other public and third sector organisations and community groups within Devon. To maintain the viability of the service SZ generates additional turnover outside of Devon through trading to schools and public and third sector organisations across the whole of South West England and South Wales.

2. Location or any other relevant information

2 Trusham Road, Marsh Barton, Exeter

3. List any key policies or procedures to be reviewed as part of this assessment.

N/A

4. Who is intended to benefit from the service, function or policy?

Supply Zone and it's customers by providing a more effective service with the implementation of revised systems and processes and being more customer focussed.

5. Who are the stakeholders? What is their interest?

Customers – will there be an improved service and better customer satisfaction.
 Staff – Are they affected by redundancies? When will this happen? What is the process?
 Councillors - Supply Zone to maximise its revenue and improve customer satisfaction.
 HR - All staff are treated fairly and within policy and legislation
 Union - All staff are treated fairly and within policy and legislation
 Finance – What the outcome of the budget will be through redundancies and job regarding.
 DPS management team – progress and for what the impact will be
 Head of Service – progress and for what the impact will be
 Finance Manager – to understand the cost implications

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, outcomes of a scrutiny review. Please describe:

The negative impact would be redundancies from the restructure and the process of applying for jobs. The outcome of this would be a new Supply Zone working in a different way by being customer focussed and working with improved systems.

B) Relevance – Note: if not relevant, do not complete this form

Select **all** that apply:

		Scale of relevance	
7.	Service or function that people use.	√	Low
8.	Discretion is exercised, or potential for people to experience different outcomes or level of satisfaction.	X	Medium
9.	Employment policy – where discretion is not exercised.	X	Medium
10.	Employment policy – where discretion is exercised (e.g. recruitment or disciplinary process).	X	High
11.	Concerns at a local, regional or national level of discrimination/inequalities.	X	High
12.	Major change such as the closure, removal or transfer of a service/provision.	√	High
13.	Community and regeneration strategies, local area agreements and organisational or directorate/partnership strategies/plans.	X	High

Section C applies

Sections C & E apply

Other:

State why it is relevant:

How relevant (high, medium or low?):

Mark 'X' to confirm which strands are relevant to the review:

Age	X	Disability	X
Gender (men and women)	X	Race/ethnicity	
Trans-gender		Religion/belief	
Sexual orientation		Other (state below)	

Any other (such as Human Rights, people on low incomes and specific sub-strands requiring particular focus such as Travellers and Gypsies, Deaf people):

C) Information

14. What information (monitoring or consultation data) have you got and what is it telling you? *Required where relevance is Medium or High.*

There has been a downturn in business levels over the past few years which needs to be addressed through modernisation and creating efficiencies within the team structure and ways of working to make the department fit for the future and to comply with the political decision made at Cabinet. From this there will be an improved level of service.

N.B

Number 12 will only be relevant if Supply Zone has to close due to the strategies which have been put in to modernise have not increased revenue.

D) Assessment

15. Describe any **NEGATIVE** impacts (actual or potential):

Strand/community	Impact (<i>how</i> they may be affected). Include assessment of risk (likelihood and severity).
Staff	A full consultation with staff in Supply Zone and Support Services which are affected by this process with HR and Unions and will be against DCC policies. All communication methods will be clear and suitable for all audiences. If there are any staff who are absent through sickness they will be informed with the same information.
	Any staff involved in the recruitment process would of had DCC recruitment training to avoid discrimination and all equality and equal opportunities will be adhered to
	An HR representative will be involved in the process and will advise managers on any legislation and policy requirements.
	Training or additional support will be given for the re-

	organised department.
	Contributions / suggestions not listened to

16 Describe any POSITIVE impacts:

Strand/community	Impact (<i>how they may be affected</i>)
Staff	All staff will be communicated with when appropriate to the needs of the group, and those absent from the workplace. All staff will receive the same information
	Staff will be encouraged to provide ideas and suggestions and these will be looked into and communicated to, of those actions, if taken up or not.
	A learning and development framework will be put in place by the newly formed Supply Zone management team with an emphasis on training in good management practices.
	To be explained the benefits of the re-organisation by providing a service which is more commercial and having a modernised business.

17 Provide any information about NEUTRAL impacts that have been identified (there is neither a positive or negative impact):

Strand/community	Why there is 'no differential impact'
Finance	Redundancies, job re- gradings to the budget

E) Consultation

18 Did you carry out any consultations? *Required where relevance is High.*

Yes, consultation will be carried out with staff with a date for this already identified with the unions and HR.

19 Who was consulted? Include your findings in 15, 16 and 17 above.

Staff - HR - Unions – Finance manager

20 Describe other research, studies or information used to assist with the assessment and include your findings above:

F) Conclusions

	Action/objective/target OR Justification	Resources required	Timescale	I/R/S/O
a)	Staff Consultation	HR / Union	April 2010	I
b)	To start the re-organisation	HR / Union / Management / Finance	April 2010	I
c)				
d)				

(I) Taking immediate effect.

(R) Recommended to Council/Directors through a Committee or other Report*.

(S) Added to the Service Plan.

(O) Added to the Fair for All Programme (as an organisational improvement)**

- DELETE THESE NOTES FROM YOUR FINAL DOCUMENT -

Conclusion notes:

*Summarise your findings in the report. Make the full assessment available for further information.

**The Corporate Equality Officer will extract any cross-cutting organisational improvements.

Use the table to:

- Explain what and how negative impacts have been reduced or removed and positive impacts improved or included. Mark these as having taken immediate effect (I) if this is the case.
- State final decisions or recommendations which may include making immediate changes, justifying a decision, stopping or proceeding with a new policy or adding objectives/targets to the service plan (long term changes). Provide timescales or dates and 'resources required' where appropriate.
- State what ongoing monitoring systems will be set up.

Don't forget to add actions to your service plan, where relevant.

Send your form to the person responsible for equality in your directorate for publishing on the website at: www.devon.gov.uk/equality_impact_needs_assess.