

Equality, Diversity, Cohesion and Integration Screening – Organisational change impacting On the workforce

As a public authority we need to ensure that all organisational change arrangements impacting on the workforce have given proper consideration to equality, diversity, cohesion and integration.

Equality and diversity will always have relevancy to organisational changes which impact on a diverse workforce. If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration then you have already carried out an impact assessment.

A **screening** process is a short, sharp exercise, which completed at the earliest opportunity will help to determine:

- whether or not equality, diversity, cohesion and integration is being/has already been considered, and therefore
- whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Asset Management & Regeneration
Lead person: Christine Addison	Contact number:2474233

1. Please provide a brief description of the organisational change arrangements that you are screening

A restructuring of the Asset Management and Regeneration Service seeks to provide a more efficient way of working to meet the continuing demands on the service. The structure realignment will look to ensure the service is fit for purpose in the medium to long term. There will be changes in staff numbers across the Service, with changes to some job descriptions. Where possible, there will also be the expectation that staff will work differently in a more flexible approach across different disciplines in the service to respond to fluctuating workloads and customer demands. The exercise to assimilate staff on to the new structure will be carried out in line with the Leeds City Council policy on Recruitment and Selection in restructures.

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2. Consideration of equality, diversity, cohesion and integration checklist		
Questions	Yes	No
Have you already considered equality and diversity within your current and future planning	x	
Where you have made consideration does this relate to the range of equality characteristics	x	
Have you considered positive and negative impacts for different equality characteristics	x	
Have you considered any potential barriers for different groups	x	
Have you used equality information and consultation where appropriate to develop your proposals	x	
Is there a clear plan of how equality areas identified for improvement will be addressed	x	

If you have answered **no** to the questions above:

- there may be gaps in your equality and diversity considerations and you should complete an equality and diversity, cohesion and integration impact assessment (organisational change). Please go to **section 4**

If you have answered **yes** to the questions above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 3**.

3. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

This proposal has been subject to extensive consultation with Trade Unions and with the staff affected. In terms of equality, diversity, cohesion and integration, it takes into account the range of comments and suggestions made, balancing these with the business requirements of the service and the financial and organisational design context that the Council is operating within.

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The proposal allows for all existing staff to secure a position either through slotting or ringfence opportunities.
The new arrangements will allow flexibility to provide the right mix of professionally skilled resources to deliver a range of regeneration and asset management activities, routine and complex. It is intended that posts will be flexible within the services to enable the council to deliver on key objectives and outcomes

- **Actions** (think about how you will promote positive impact and remove/ reduce negative impact)

The proposed structure includes 86 posts. 46 people will be slotted into positions, leaving 31 people in a ringfence for 40 positions. There has been a commitment where service needs allow to attempt to maintain a structure that allows for existing grades to be secured on the new structure where possible. The structure proposal includes 3 career grades and a number of posts at SO2 with the purpose of growing talent within the service. The career grade and any vacant entry level posts may be suitable for apprentices.

Any staff displaced at the conclusion of the ringfence arrangements will be treated in accordance with the Council's procedure for Managing Workforce Change.

4. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Christine Addison	Chief Asset Management and Regeneration Officer	23 rd April 2014

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date screening completed	23 rd April 2014
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If relates to a Key Decision – date sent to Corporate Governance	
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Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	
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