

Equality, Diversity, Cohesion and Integration Impact Assessment



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: E&H	Service area: Property and Contracts
Lead person: Steve Hunt	Contact number: x 81092
Date of the equality, diversity, cohesion and integration impact assessment: August 2014	

1. Title: Property and Contracts Restructure 2014
Is this a:
Strategy <input type="checkbox"/> Policy <input type="checkbox"/> Service <input type="checkbox"/> Function <input type="checkbox"/> Other <input checked="" type="checkbox"/>
Is this:
New/ proposed <input type="checkbox"/> Already exists and is being reviewed <input type="checkbox"/> Is changing <input checked="" type="checkbox"/>
(Please tick one of the above)

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Steve Hunt	Property and Contracts	Chief Officer and Restructure Lead
Tony Butler	Property and Contracts	Head of Service
Mark Grandfield	Property and Contracts	Head of Service
Hannah Corner	HR	Specialist

3. Summary of strategy, policy, service or function that was assessed:

The proposal supports the integration of Property and Contracts Services fully into Leeds City Council and enables the Service to be an effective component of Housing Leeds.

The approved structure will ensure that the delivery of the capital and responsive repairs service will meet the requirements and demands for all Leeds City Council tenants.

The three Leeds ALMOs had developed very different approaches to the delivery of asset management to manage the 57,000 council homes. The existing structures reflect the very different roles, responsibilities, accountabilities, grades and job descriptions across the three organisations as directed through the different priorities and resource allocation.

The proposed structure creates a very clear focus on the delivery and development of individual services rather than area based approaches of the former ALMOs.

The structure creates flexibility and consistency while providing a robust method of service delivery.

The restructure provides an opportunity to consolidate staffing resources and create a more flexible staff structure. This will enable the service to be well placed to respond to the changes in customer demands and potential changes in resources into the future whilst maintaining a high level service.

4. Scope of the equality, diversity, cohesion and integration impact assessment
 (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan
 (please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
Please provide detail:	

4b. Service, function, event
 please tick the appropriate box below

The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service	<input checked="" type="checkbox"/>

(including service provision or employment or a specific section of the service)	
Procuring of a service (by contract or grant) (please see equality assurance in procurement)	<input type="checkbox"/>
Please provide detail: Establishing the structure of the new Division - see summary above	

5. Fact finding – what do we already know
 Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.
 (priority should be given to equality, diversity, cohesion and integration related information)

The staff profile of the Service
 The proposed new structure
 The proposed ring fence arrangements
 Feedback from Service colleagues and Trades Unions
 Feedback from Senior Officers within the Directorate
 The financial situation facing the Council and Directorate.

Are there any gaps in equality and diversity information
Please provide detail:
 The staffing profiles of the interview/ assessment panels as these have not been decided.

Action required:
 To consider the staffing profile of interview/ assessment panels when identifying members.
 (see action plan)

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes No

Please provide detail:
 Staff meetings have been held by the Heads of Service to introduce the restructure arrangements and follow up meetings have been held with individuals and small groups of staff. Regular meetings have been held with relevant Trades Union officials and stewards throughout the consultation period on the proposed structure and the implementation arrangements.
 In relation to stakeholders, the Chief Officer has been holding regular meetings with the Director and other Divisional Chief Officers to develop an understanding of how the Division can support the strategic outcomes of the Directorate and this has informed the restructure proposals. Account has also been taken through

dialogue with corporate colleagues and officers in other Directorates of the Council's overall direction of travel.

Senior colleagues from other Divisions may be involved in the interview process.

The Job Descriptions have been developed to reflect a more integrated flexible approach and avoid duplication of responsibilities. Job Evaluation have completed the assessment.

Action required:

To firm up and communicate arrangements for formal consultation with staff and Trades Union officials

To share the structure proposals with Divisional Chief Officers and relevant corporate colleagues.

7. Who may be affected by this activity?

please tick all relevant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

<input checked="" type="checkbox"/> Age	Carers	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gender reassignment	Race	<input checked="" type="checkbox"/>	Religion or Belief	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Sex (male or female)	Sexual orientation	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Other				

(for example – social class, income, unemployment, residential location or family background, education or skills level)

Please specify:

Stakeholders

<input type="checkbox"/> Services users	Employees	<input checked="" type="checkbox"/>	Trade Unions	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Partners	Members	<input checked="" type="checkbox"/>	Suppliers	<input type="checkbox"/>
<input type="checkbox"/> Other please specify				

Potential barriers.

Built environment

Location of premises and services

Information and communication

Customer care

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

specific barriers to the strategy, policy, services or function

Please specify

The financial situation of the Council and the Directorate means that action needs to be taken quickly to reduce costs and align resources to priorities.

8. Positive and negative impact

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

The proposals will enable the service to better respond to the requirements of the Service, Directorate and wider council

Action required:

Ensure ring fence proposals are open and inclusive allowing preferencing where appropriate, whilst minimising disruption through slotting where possible.
(see action plan)

8b. Negative impact:

Management of change through effective consultation processes is essential to negate any negative impacts on individuals

Action required:

Advantage taken where possible of ELI initiative
Ensure all staff are aware of the proposed changes to terms and conditions.
Take steps to provide adequate context for the restructure and the vision for the new Division and explain how the structural arrangements will work.
Provide information and opportunities for people to familiarise themselves with the different aspects of the Division's work.

9. Will this activity promote strong and positive relationships between the groups/communities identified?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide detail: The structure will provide a clear focus for the work of Property and Contracts providing the capacity to address service demands and respond to the political, social and economic environment. Council values, including equality, consultation and customer service are built into new job roles and accountabilities.
Action required:

10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail: The structure is focussed on developing an effective and consistent approach across the City.
Action required:

11. Could this activity be perceived as benefiting one group at the expense of another?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
Action required:

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead Person
1. Staffing profile of interview/assessment panels	In time for interviews in August 14	Reflective of workforce being assessed?	SH/MG/TB/HC
2. Firm up and communicate formal consultation arrangements with staff and Trades Unions	Completed	Employees and Trades Unions are clear about the plans and timescales for consultation	SH
3. Share structure proposals with other Divisions and corporate colleagues	By August 2014	Other stakeholders have information and opportunity to comment	SH Email E&H SLT & Unions
4. Decisions on ELI requests	As per any ELI timescales	ELI decisions taken	SH
5. Ensure restructure proposals are open and inclusive and allow preferencing across the range of functions	End of July 2014 Process to be published post agreement	Proposals are judged through consultation to provide maximum flexibility within the Council's policies	SH/HC
6. Provide opportunities for slotting where job roles are continuing and there are the same number of employees as there are posts and grades are comparable	Agreed	The proposals include for the slotting of staff who are found to be in these circumstances	SH/HC
7. Proposals and JDs provide integrated flexible approach	Completed	JDs reflect this approach and allow for the possibility to align resources to meet divisional and directorate priorities	HoS
8. Provide information on proposed changes to T&Cs around Managing Workforce Change and Pay Protection	During consultation period (some information on Talent Pool already provided)	Staff have all the information they need	HoS/HC

Action	Timescale	Measure	Lead Person

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Neil Evans	Director	

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring (restructure consultation and implementation phases)
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other (please specify)

15. Publishing

Date sent to Equality Team	
Date published	