

Equality, Diversity, Cohesion and Integration Screening



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.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

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

Directorate: Adult Social Care	Service area: Information Management and Technology (IM&T)
Lead person: Julie Oxley	Contact number: 07891 274499

1. Title: Restructure of Information Management and Technology, Adult Social Care
Is this a: <input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Please provide a brief description of what you are screening
The assessment relates to a proposal to restructure and introduce new job descriptions to the current IM&T service in Adult Social Care and to move a team of Business Analysts from the Programme Office into IM&T.
3. Relevance to equality, diversity, cohesion and integration All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

<p>The following questions will help you to identify how relevant your proposals are.</p> <p>When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).</p>		
Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?	X	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	X	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

<p>4. Considering the impact on equality, diversity, cohesion and integration</p>
<p>If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.</p> <p>Please provide specific details for all three areas below (use the prompts for guidance).</p> <ul style="list-style-type: none"> • 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) <p>A full staff and Trade Union consultation exercise has taken place together with relevant staff in Children’s Services which has included a full meeting with all these parties, team meetings and individual staff meetings. All issues raised have been taken into consideration and lead to some amendments to job descriptions and re-evaluation of these roles. Where staff are off work through sickness or maternity absence individual meetings have taken place to ensure they are fully aware of the proposals and impacts on their role.</p>

The proposals include an increased number of roles and the recruitment process has been drafted and shared. This includes where there are vacancies staff can apply for jobs 2 grades higher than their current role.

Stress risk assessments have been offered to all staff to ensure allow time to listen to any issues that are impacting individuals and put in place support measures. Continued monitoring and support is offered for all staff through regular 1-1 meetings.

As part of the assimilation exercise consideration will be given to allow staff to preference for posts.

- **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)

Adult Social Care and Children's IM&T have been working together to develop these proposals and consultation and communications have remained joint throughout the whole consultation process. IM&T is being introduced across the council as a whole and this restructure will become part of a council wide process. This will promote wider relationships with the staff who work in these roles across the whole council.

A staff team of Business Analysts has recently moved to IM&T on a temporary basis which is proposed to be made permanent. These staff have been included in detailed conversations about the impact on their jobs and will be included in full team meetings in future.

Trade Unions are aware of this and are working across the council to support their members through this change.

- **Actions**

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

Regular and timely communication has been in place and will continue to be maintained throughout this process. This includes full service meetings, team meetings and 1-1s. Frequently asked questions and responses are published in a timely manner to ensure that all staff are continued to be made aware of important information.

Staff on maternity or sickness absence are also contacted in a timely manner to ensure that they also receive the same information as staff who are in work.

Stress Risk assessments have been made available to all staff and conversations concerning impacts and support measures take place in 1-1 meetings.

5. 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:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Steve Hume	Chief Officer Resources and Strategy	11 September 2014

7. Publishing This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published. 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	
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	