

Equality, Diversity, Cohesion and Integration Impact Assessment - 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. 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: City Development	Service area: Libraries and Information
Lead person: Richard Hart	Contact number: 39 52334
Date of the equality, diversity, cohesion and integration impact assessment: 11th – 15th August 2014	

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Bev Rice	Leeds City Council	Head of Library & Information Service
Richard Hart	Leeds City Council	Business Development Manager
Nina Eastwood	Leeds City Council	Senior Area Operational Manager
Ann Day	Leeds City Council	Audience Development Manager
Katrina Pickering	Leeds City Council	Resources Manager

3. Summary of the organisational change arrangements to be assessed:

This assessment is looking at proposals for changes to library opening hours at branches across the city. If the proposals are approved this would mean reduced opening hours in order to contribute to the savings required this financial year. However the intention is to minimise the effect of this on customers and to provide a more efficient service. The main focus of this assessment is on how these changes affect our staff in terms of working hours and locations. An additional impact assessment will focus on service users.

Leeds Library & Information Service provides libraries across the city including a major Central library, as well as 6 mobile libraries, Library at Home service, a service for 3 prisons, and a school library service. The principle purpose is to provide access to information, knowledge and varied reading choices through books, online resources and well informed staff. The vision is 'To provide the world at your fingertips' : a physical place in the heart of the community, access to a virtual space using community and information networks and a friendly face to support and guide people to access whichever services they need.

4. Scope of the equality, diversity, cohesion and integration impact assessment

4. organisational change

(please tick all appropriate boxes that apply below)

Restructuring and assimilation	<input type="checkbox"/>
Re-organisation and job re-design	<input checked="" type="checkbox"/>
Flexible deployment	<input type="checkbox"/>
Early Leavers Initiative	<input checked="" type="checkbox"/>
Cessation of a service	<input type="checkbox"/>
Downsizing of a service	<input type="checkbox"/>
Switching	<input type="checkbox"/>
Recruitment	<input type="checkbox"/>

Equal pay considerations	<input type="checkbox"/>
Job evaluation	<input type="checkbox"/>

Any other organisational change arrangements	<input checked="" type="checkbox"/>
Please provide detail: Proposed changes to library opening hours which will affect staff timetables and working locations. A site by site analysis has enabled the service to identify the quietest hours.	

4a. Do your proposals relate to: please tick the appropriate box below	
The whole service	<input type="checkbox"/>
A specific part of the service	<input checked="" type="checkbox"/>
More than one service	<input type="checkbox"/>
Please provide detail: The proposals relate to the public facing aspect of the service – affecting approximately 215 front line staff. The aim is to reduce the opening hours whilst minimising the impact on library users, in order to provide a more efficient service.	

4b. Do your proposals relate to: please tick the appropriate box below	
Employment considerations only	<input type="checkbox"/>
Employment considerations and impact on service delivery	<input checked="" type="checkbox"/>
Please provide detail: See above.	

<p>5. Fact finding – what do we already know</p> <p>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.</p> <p>(priority should be given to equality, diversity, cohesion and integration related information)</p> <p>Equality profile of staff Consultation has taken place with councillors – senior managers arranged to meet as many as possible to go through the proposed changes for their wards and consider their feedback. Formal consultation process with staff and unions in terms of details of initial suggestions, discussions with union representatives, provision of e-mail address for Q&A, provision of FAQ responses A preference form has been created where staff can indicate the hours they are able to work, the locations and any other considerations, for example child care, other work commitments etc.</p> <p><u>Fact finding</u> Statistical information has been collected detailing the usage of each branch in terms of books borrowed, computer use, IT sessions delivered. Consultation packs have gone out to the public, councillors and staff. Feedback from staff has been collected in response to consultation and will be taken into consideration when new timetables are created.</p> <p>Are there any gaps in equality and diversity information Please provide detail: There are gaps in individual profiling data as staff are not required to provide this information.</p> <p>Action required:</p>

<p>6. Wider involvement – have you involved groups of people who are most likely to be affected or interested</p> <p> <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>Please provide detail: Consultation has been carried out between 16th June and 29th August 2014 with customers, staff, union representatives, elected members, local MPs, partner organisations, equality hub groups and other regular library users and stakeholders. The public have been invited to choose their preferred opening times and give their comments and everything will be taken into consideration when compiling the final hours.</p> <p>Action required: Take note and act on feedback where possible.</p>

7. Who may be affected by this activity?

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

Equality characteristics☒**Age**☒**Carers**☒**Disability**☒**Gender reassignment**☒**Race**☒**Religion
or Belief**☒**Sex (male or female)**☒**Sexual orientation**☒**Other**

(**Other** can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

Please specify: Staff on maternity leave or long term sick leave

Stakeholders☒**Services users**☒**Employees**☒**Trade Unions**☒**Partners**☒**Members**☐**Suppliers**☐**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 organisational change proposals****Please specify****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:

A more efficient service to the public. Opening hours that, where possible, fit when most people wish to access the library. Savings towards our Best Council Outcome - achieve the savings and efficiencies required to continue to deliver frontline services.

Action required:

Implement changes to opening hours

8b. Negative impact:

Changes to opening hours resulting in staff with responsibility for the care of a child or adult being unable to work the required hours. Part time staffs who have other jobs may find their library role no longer fits around those hours.

Staff who are currently on long term sick or maternity leave being unable to feed into discussions or being unaware of proposals.

Staff may be unable to work from other branches whether due to disability or another reason.

Action required:

Preference form to be used for staff to indicate what hours and locations they can work at. Managers will try and accommodate staff needs as far as possible when deciding timetables and location. Manager's 1-1 discussions with staff.

9. Will this activity promote strong and positive relationships between the groups/communities identified?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide detail:	
Action required:	

10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Please provide detail: During the consultation period it is hoped that increased contact will be made with customers as they inform us of their preferences. Increased contact has also been made with ward members to discuss the usage of libraries in their areas.</p>	
<p>Action required: Service to take customer and ward member preferences into account.</p>	

11. Could this activity be perceived as benefiting one group at the expense of another?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Please provide detail: It may be possible that certain groups find it more difficult to use library services when the opening hours change, for example, working people. It may also be perceived as benefiting staff who do not have children or caring responsibilities and those who are able to be more flexible in when and how the access the service.</p>	
<p>Action required: Service to take all preferences into account and work on a solution which is as equitable as possible for all concerned.</p>	

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
Detailed consideration of feedback from public, staff and councillors	Within Executive Board reporting process	Proposals approved	Bev Rice
Review preference forms, discuss with staff in 121s and implement new timetables and relocate staff to other sites where applicable	1 st Dec 2014	Relocations implemented	Bev Rice

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
Bev Rice	Head of Library & Information Service	
Date impact assessment completed		

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

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

15. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: