

## 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.

<b>Directorate: Public Health</b>	<b>Service area: The Office of the Director of Public Health</b>
<b>Lead person: Lynne Hellewell</b>	<b>Contact number: 0113 3952879</b>

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

To increase the Public Health structure by recruiting to 7 new posts within the Office of the Director of Public Health to support the delivery of the Council's mandatory and statutory Public Health responsibilities.

Local Authorities have been given a ring-fenced public health grant which the Government intends to be used to target health inequalities to improve outcomes for the health and wellbeing of their local populations. Local Authorities now have the key leadership role for public health locally.

Since Public Health has transferred to the Council it has become increasingly clear that staff shortages has meant that Public Health is not able to fulfil some of its mandatory functions nor support the Council's current priorities on Child Friendly Leeds and the new priority on becoming an Age Friendly City.

The key decision to increase the Public Health staffing structure by an additional 7 new posts in order to support the delivery of the Council's mandatory and statutory Public Health responsibilities. Existing staff and staff across the Council will be able to apply for these positions should they meet the requirements of the job description and service specification. All posts will be subject to the Council's talent pool matching process before being advertised across the wider Council.

Public Health staff and Trade Union consultation will take place from the 4<sup>th</sup> August 2014 for 2 weeks.

## 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)

The scope of the proposal is to support the delivery of the Council's Public Health responsibilities and to ensure public health has an adequate workforce to respond to the council's health and wellbeing agenda including Child Friendly Leeds and becoming an Age Friendly City.

The Public Health Leadership team have reviewed their areas of responsibility and have proposed new posts that are critical to be added to the public health structure

This will have a positive impact on staff within the directorate as it will open up job opportunities for anyone to apply for if they can demonstrate they fulfil the person specification can apply for.

A communication to all directorate staff is planned for w/c 4<sup>th</sup> August 2014 with an opportunity being given for queries and questions about the proposal.

The proposal will be shared with Trade Union colleagues for comment and feedback

• **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 new posts will be responsible for a variety of topics and areas e.g. Emotional Health and Wellbeing, Mental Health, Areas. Six of the 7 posts will have a generic job description and person specification which is used for all Specialist Public Health vacant posts within the directorate. All these job descriptions have followed the Council's evaluation process.

The posts will go through the Council's talent pool process before being advertised to the wider Council and the Councils recruitment procedure will be followed which incorporates equality considerations to ensure fairness

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

- **Ensure Public Health staff receive relevant communication and all queries and questions are dealt with**
- **Ensure comments and feedback from Trade Unions is taken into account**
- **Ensure the Councils Governance process is followed and any queries, questions or suggestions from members is taken into account**
- **Ensure the Councils recruitment process is followed including talent pool**

<b>matching and internal recruitment across all Council Directorates.</b>
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**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

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Ian Cameron	Director of Public Health	4 <sup>th</sup> August 2014
<b>Date screening completed</b>		4 <sup>th</sup> August 2014

**6. 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 screening 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 screenings that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

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

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: