

# 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.

<b>Directorate: Environment &amp; Housing</b>	<b>Service area: Parks and Countryside</b>
<b>Lead person: Joanne Clough</b>	<b>Contact number: 3957400</b>

## 1. Title: Enhancement Team – Employment Terms and Conditions

Is this a:

☐

**Strategy / Policy**

☐

**Service / Function**

☐

**Other**

**If other, please specify**

## 2. Please provide a brief description of what you are screening

The impact on the Enhancement team working to National Joint Council (NJC) for Local Government services terms and conditions, including adopting the new pattern of seasonal hours. Thereby bringing the Enhancement Team in line with other frontline staff within the Parks and Countryside service.

## 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.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		
Have there been or likely to be any public concerns about the policy or proposal?		
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		
Could the proposal affect our workforce or employment practices?		
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		

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**.

#### 4. 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)

When the Roseville factory closed, a small group of employees referred to as the Enhancement Team, transferred across to the Parks and Countryside service. Some of these employees are working to the MG7J terms and conditions whilst others were working to NJC terms and conditions.

To implement a more consistent approach, a consultation process commenced in May 2014 where it was proposed that all employees who transferred over to the P&C service should all be working to the NJC terms and conditions and that new contracts of employment would need to be issued to reflect this change, confirming job role and by agreement to adopt the seasonal pattern of hours. Thereby bringing this group of employees in line with other P&C frontline staff. The details are set out within the staff consultation paper together within the covering report. A copies of which are attached to this screening document.

- **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)

Three of the Nine employees are already working to the NJC terms and conditions and six are currently being paid on the Manual pay grade system. However, none of the employees have currently adopted the seasonal pattern of working. Therefore the consultation proposals will impact on all of the employees within the Enhancement team in some form or another.

The service have given an undertaking that no employee will financially lose out as result of adopting the consultation proposals. Those employees who are currently working to MG7J pay and grade system and agree the consultation proposals, will see an increase to their pay under the new NJC terms and conditions.

Following the consultation process, the service meet with each employee together with their supervisor and or Trade Union representative to ensure that they have understood the consultation proposals and for the service to assess the impact if any working towards the new seasonal hours of working with a view to establishing whether any reasonable adjustments may needed to be made.

- **Actions**

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

The employees are under no obligation to accept the consultation proposals as the service can continue to accommodate them under their current terms and conditions of employment. However, bringing the Enhancement team under the NJC terms and conditions meets the agreement with the Trade Unions under single status and pay and grade issues.

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**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:	
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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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#### **6. Governance, ownership and approval**

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

Name	Job title	Date
Joanne Clough	Trading and Operational Support Manager	17 November 2014
<b>Date screening completed</b>		24 November 2014

#### **7. 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: 24 November 2014
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For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent: 24 November 2014
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: 17 November 2014