

Appendix 5 – Equality, Diversity, Cohesion and Integration Impact Assessment (EDCI) Screening Form

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.

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| Directorate: Resources | Service area: PPPU/PU |
| Lead person: David Outram | Contact number: 52463 |

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

The focus of the EI screening is the restructure of the PPPU/PU.

The restructure is set within the context of a need to future-proof the service, to effectively support the current and anticipated requirements of the council, and to formalise a number of 'temporary' organisational and personnel arrangements which have been implemented since 2011.

| 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 | N/A | |

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 |
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| 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). |
| <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>The proposal should not result in significant changes to working arrangements as it is intended that the restructure formalise the many long-term ‘temporary’ arrangements which have been implemented since 2011, i.e. staff within the unit will be doing the same or a similar job role as at present, working with the same people and in the same building.</p> <p>The equality monitoring data has been reviewed and a review of any current or anticipated maternity/caring arrangements has also been undertaken in order to identify if any modifications to any of the selection processes are needed to ensure no one is</p> |

unfairly disadvantaged.

Overall the equality monitoring data for the unit compares favourably with the rest of the council and against the Corporate targets that were in place up to year end 2013/14. It is however noted that the number of female, disabled, and BME staff at JNC level – while favourable against Corporate targets and in comparison to other services – is not representative of the profile of the population of the city of Leeds.

The current team profile as of is:

| | FTE | % |
|----------------------|------------|----------|
| Below JNC | 121.39 | 84.23% |
| JNC | 22.73 | 15.77% |
| Total FTE | 144.12 | |
| | FTE | % |
| Part Time | 19.12 | 13.27% |
| Below JNC | 17.39 | 12.07% |
| JNC | 1.73 | 1.20% |
| Full Time | 125.00 | 86.73% |
| Below JNC | 104.00 | 72.16% |
| JNC | 21.00 | 14.57% |
| Total FTE | 144.12 | |
| | FTE | % |
| Male | 66.78 | 46.34% |
| Below JNC | 48.86 | 33.91% |
| JNC | 17.92 | 12.43% |
| Female | 77.34 | 53.66% |
| Below JNC | 72.53 | 50.32% |
| JNC | 4.81 | 3.34% |
| Total FTE | 144.12 | |
| | FTE | % |
| Non-BME | 131.78 | 91.44% |
| Below JNC | 110.05 | 76.36% |
| JNC | 21.73 | 15.08% |
| Not Specified | 2.00 | 1.39% |
| Below JNC | 2.00 | 1.39% |
| JNC | 0.00 | 0.00% |
| BME | 10.34 | 7.17% |
| Below JNC | 9.34 | 6.48% |
| JNC | 1.00 | 0.69% |
| Total FTE | 144.12 | |

| | FTE | % |
|--|------------|----------|
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|----------------------|------------|----------|
| Not Disabled | 127.93 | 88.77% |
| Below JNC | 109.20 | 75.77% |
| JNC | 18.73 | 13.00% |
| Not Specified | 6.00 | 4.16% |
| Below JNC | 5.00 | 3.47% |
| JNC | 1.00 | 0.69% |
| Disabled | 10.19 | 7.07% |
| Below JNC | 7.19 | 4.99% |
| JNC | 3.00 | 2.08% |
| Grand Total | 144.12 | |
| | FTE | % |
| 16-20 | 1.43 | 0.99% |
| Below JNC | 1.43 | 0.99% |
| JNC | 0.00 | 0.00% |
| 21-25 | 2.00 | 1.39% |
| Below JNC | 2.00 | 1.39% |
| JNC | 0.00 | 0.00% |
| 26-29 | 5.00 | 3.47% |
| Below JNC | 5.00 | 3.47% |
| JNC | 0.00 | 0.00% |
| 30-44 | 67.61 | 46.91% |
| Below JNC | 61.80 | 42.88% |
| JNC | 5.81 | 4.03% |
| 45-59 | 66.08 | 45.85% |
| Below JNC | 49.16 | 34.11% |
| JNC | 16.92 | 11.74% |
| 60-64 | 2.00 | 1.39% |
| Below JNC | 2.00 | 1.39% |
| JNC | 0.00 | 0.00% |
| Grand Total | 144.12 | |

Staff, HR, and trade union representatives have been consulted with regards to the proposals, including seeking their views on job profiles, grading, structural design and potential issues, and explaining the rationale for the restructure. Management have been, and will continue to be, available for staff to request one-to-one discussions until the structure is implemented.

In addition staff have been encouraged to forward questions or queries directly to the trade unions for all comments raised to be answered as part of the consultation process.

Staff have also been reminded of the support available from the employee assistance programme and the council's Occupational Health Support Service

The Job Descriptions and Person Specifications have been evaluated by the Job

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| <p>Evaluation team who have confirmed their grade.</p> <p>All necessary consultation regarding priorities for PPPU/PU occurred during the development of the current Service Plan and have been periodically reviewed by the Unit's management team. Appropriate due regard for equality was given at that time in establishing the Plan priorities. This proposal will not affect any of the Service Plan priorities or business priorities other than to ensure the unit has sufficient capacity and capability to provide an effective and responsive service now and in the future.</p> |
| <ul style="list-style-type: none"> • 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) <p>As with any change, communication has been vital. Therefore, in addition to the consultation process a communication plan was created to include regular staff updates and communications.</p> <p>Communications have taken place in a variety of formats, i.e. face-to-face and electronic, and has also included all staff, including those on maternity leave, secondment, long term sick, and career break in order to ensure that all staff are equally involved in the consultation process.</p> <p>In considering representation issues, it is important to note that the proposed structural arrangements will not in themselves change the current representation rates in any significant way, if at all.</p> |
| <ul style="list-style-type: none"> • Actions (think about how you will promote positive impact and remove/ reduce negative impact) <p>Once the structure is agreed HR will provide feedback on the formal process for staff moving into post.</p> |

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| <p>4. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.</p> | |
| Date to scope and plan your impact assessment: | N/A |
| Date to complete your impact assessment | N/A |
| Lead person for your impact assessment (Include name and job title) | N/A |

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| 5. Governance, ownership and approval | | |
| Please state here who has approved the actions and outcomes of the screening | | |
| Name | Job title | Date |
| David Outram | Chief Officer | 26/03/15 |
| Date screening completed | | 16/03/15 |

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| 6. Publishing | |
| <p>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.</p> <p>A copy of this equality screening should be attached as an appendix to the decision making report:</p> <ul style="list-style-type: none"> • 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 for record. <p>Complete the appropriate section below with the date the report and attached screening was sent:</p> | |
| 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: |