

Appendix 2

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: E&N	Service area: Signpost
Lead person: Munaf Patel	Contact number: 3950008
Date of the equality, diversity, cohesion and integration impact screening: 25 July 2015	

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Munaf Patel	Safer Leeds	Head of Service for Signpost
Linda Nicholson	HR	HR adviser

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

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

Elements of the following services and staff groups which will be restructured are as follows:

- The 3 Signpost Teams dealing with who work with families where there is a risk of family breakdown with the prospect of children coming into care.

4. organisational change

(please tick all appropriate boxes that apply below)

Restructuring and assimilation	<input type="checkbox"/>
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Re-organisation and job re-design	<input type="checkbox"/>
Flexible deployment	<input type="checkbox"/>
Early Leavers Initiative – has already been offered prior to restructure commencing – 9 people accepted	<input 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 Transfer of 27.3 FTE staffing across directorates within LCC	<input checked="" type="checkbox"/>

Please provide detail: Actuals in post

Service Area	Post	Change to post	Change in current actuals in post	Change in location / span
Signpost	PO5 Team Leaders x3	None	0	None
Signpost	PO3 Senior Family Support Workers x 6	None	0	None
Signpost	Family Support Workers SO1/PO2 x 17	None	0	None
Signpost	Senior Administrative Officer SO1x1	None	0	None
Signpost	Administrative Officer B1x1	None	0	None

4a. Do your proposals relate to: please tick the appropriate box below	
The whole service.	<input type="checkbox"/>
A specific part of the service. See the service sections in scope above.	<input checked="" type="checkbox"/>
More than one service	<input type="checkbox"/>
Please provide detail: See the services in scope above.	

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:
Movement of Signpost West North West / East North East and South South East teams from within Safer Leeds to Targeted Services within Children's Services. The Signpost Service is now more naturally aligned to Children's Services than Safer Leeds.

<p>5. Fact finding – what do we already know 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> <ul style="list-style-type: none"> • Service established originally in 2004. • Wider service remit regarding family breakdowns and preventing children coming into care has been raised regularly in the past 2 years • Discussions between Safer Leeds and Children's Services senior management regarding where this service naturally sits to align the service delivery alongside a wider range of other intensive family support services such as Multi-systemic Therapy and Family Intervention Service. • Discussion with TU's at local JCC 23 July 2015

- Staff briefing undertaken 29 July 2015
- There will be no overall impact of the Council's workforce as the overall number will remain unchanged.

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.

Action required:

- Leeds City Council is currently planning to raise the engagement level with staff through its Culture & Inclusion actions.
- Introduction of Employee Self Service and the BSC training sessions around this are hoped to improve the gathering of equality data.

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes

No

Please provide detail:

- All staff affected by the proposals were invited to a briefing session
- The relevant Executive Member will be briefed on the proposal
- TU's notified through local JCC

Action required:

To implement the move through a pick and drop exercise on SAP in September 2015. IT/Finance to action the changes 'behind the scenes'.

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 People who currently only work weekends or weekdays.

Please specify: The staff are moving across from one LCC service area to another –

there are no changes to terms and conditions of service or locations for staff. There should be no discernable service delivery changes for customers and any impact will be minimal.

Stakeholders

<input type="checkbox"/>	Services users	<input checked="" type="checkbox"/>	Employees	<input checked="" type="checkbox"/>	Trade Unions
<input type="checkbox"/>	Partners – WYP, Metro	<input checked="" type="checkbox"/>	Members	<input type="checkbox"/>	Suppliers
<input type="checkbox"/>	Other please specify				

Potential barriers.

<input type="checkbox"/>	Built environment	<input type="checkbox"/>	Location of premises and services
<input type="checkbox"/>	Information and communication	<input type="checkbox"/>	Customer care
<input type="checkbox"/>	Timing	<input type="checkbox"/>	Stereotypes and assumptions
<input type="checkbox"/>	Cost	<input type="checkbox"/>	Consultation and involvement
<input type="checkbox"/>	specific barriers to the organisational change proposals		

Please specify

- Both Service areas, staff and TU's have agreed that the Signpost service now sits naturally with Children's and that moving to Children's will allow them to work alongside a wider range of other intensive family support services such as Multi-systemic Therapy and Family Intervention Service.

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:

- Work alongside a wider range of other intensive family support services such as Multi-systemic Therapy and Family Intervention Service.
- The move seeks to ensure the sustainability of the service.
- More opportunities for staff to train and develop
- Financial stability may provide a more sustainable model of service delivery.

Action required: Implement the move of the Signpost teams from Safer Leeds to

8b. Negative impact:

- Staff may need to adapt to the change in management
- Staff may need additional training to adapt to any new protocols connected to how Children's Services work

Action required:

- Children's Services will work with the Signpost Team Leaders to induct Signpost staff once the transfer has been agreed.

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

No

Please provide detail:

- No change to how services are currently delivered. Signpost has undergone external evaluations of its services which found the service was delivering positive outcomes for some of the city's most challenging families and offered good value for money.

Action required:

- None

10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?

Yes

No

Please provide detail:

Action required:

11. Could this activity be perceived as benefiting one group at the expense of another?

Yes

No

Please provide detail:

Action required:

None

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

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
Munaf Patel	Head of Safeguarding	14 August 2015

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

Date sent to Equality Team

Date published

Total staff within Safer Leeds 171

27.3 FTE staff will move from Safer Leeds to Children’s Services (breakdown for specific group and Children’s not available)

Gender	% Male	% Female			
	57.3	42.7			
Ethnicity	% White British	% Asian/Asian British	Not specified	Mixed	Black/Black British/Other
	77.77	4.09	8.77	2.9	2.9
Religion	% Not Specified	% Christian	% No Religion	% Other	Muslim
	11.7	32.1	22.8	1.17	1.75%
Disability	% Not Disabled	% Disabled			
	90.06	9.94			
Sexual Orientation	% Not Specified	% Hetrosexual	% Bisexual	% Lesbian	% Other
	37.4	44.44	0.58	1.17	0.58
Carer	% Carer	% Not a Carer	% Not Specified/No info		
	7.6	30.99	61.4		
Age	% in 21-25	%26-29	%30-44	%45-59	%60-64 / 65+
None in 16-20/	1.75	2.9	46.2	47.3	1.17 /0.58

LCC Comparable Equality Data

Gender	% Male	% Female			
	37.9	62.1			
Ethnicity	% White British	% Asian/Asian British	Not specified/Other	Mixed	Black/Black British/Other
	77.65	4.45	0.4	1.09	4.35
Religion	% Not Specified	% Christian	% No Religion	% Other	Muslim
	51.85	29.6	14.8	1.85	1.85
Disability (declared)	% Not Disabled	% Disabled			
	85.31	5.79			
Sexual Orientation	% Not Specified	% Hetrosexual	%Bisexual	%Lesbian	%Gay Man
	52.52	45.76	0.27	0.50	0.72
Carer	% Carer	% Not a Carer	% Not Specified/No info		
	0	26	74		
Age	% in 21-25	%26-29	%30-44	%45-59	%60-64
	4.51	5.92	32.49	47.99	6.22