## 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:	Contact number: 3950008	
Munaf Patel		
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:

# 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

Re-organisation and job re-design	
Flexible deployment	
Early Leavers Initiative – has already been offered prior to restructure commencing – 9 people accepted	
Cessation of a service	
Downsizing of a service	
Switching	
Recruitment	
Equal pay considerations	
Job evaluation	
Any other organisational change arrangements Transfer of 27.3 FTE staffing across directorates within LCC	X

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.	
A specific part of the service. See the service sections in scope above.	X
More than one service	
Please provide detail:	
See the services in scope above.	

<b>4b. Do your proposals relate to:</b> please tick the appropriate box below	
Employment considerations only	
Employment considerations <b>and</b> impact on service delivery	x

### 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.

### 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.

(priority should be given to equality, diversity, cohesion and integration related information)

- 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.

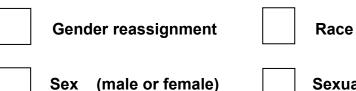
# Are there any gaps in equality and diversity information Please provide detail:

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 Х 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 Carers Disability Age



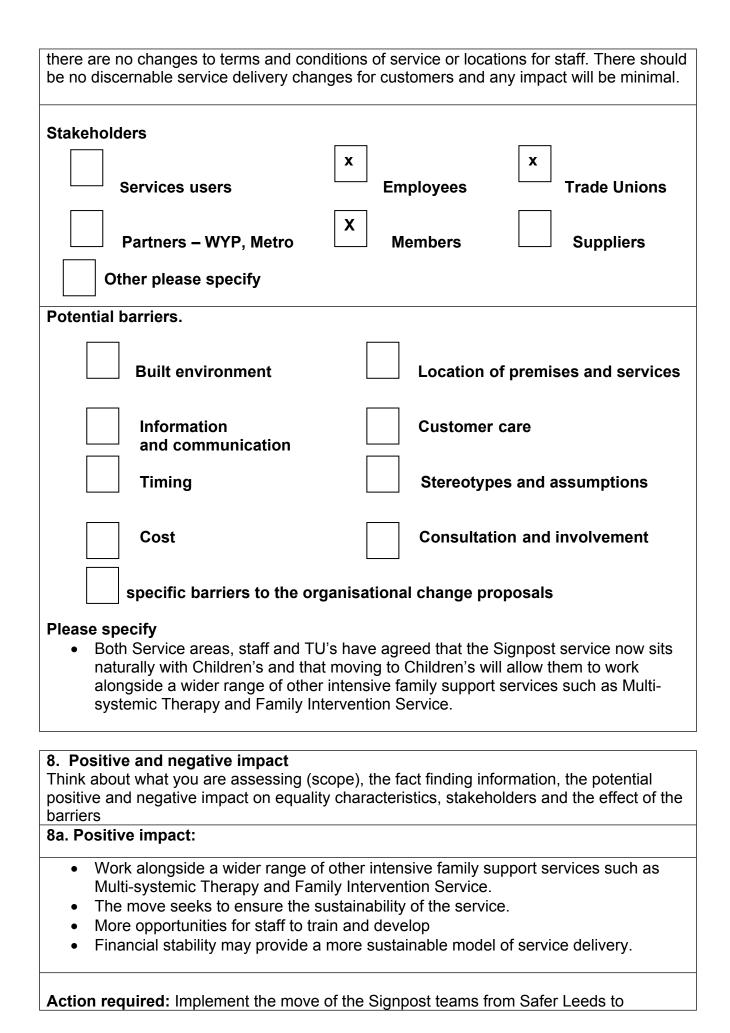
Sexual orientation



Other People who currently only work weekends or weekdays.

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

Religion or Belief



5

8b. Negative impact:		
<ul> <li>Staff may need to adapt to the change in management</li> <li>Staff may need additional training to adapt to any new protocols connected to how Children's Services work</li> </ul>		
Action required:		
<ul> <li>Children's Services will work with the Signpost Team Leaders to induct Signpost staff once the transfer has been agreed.</li> </ul>		
9. Will this activity promote strong and positive relationships between the groups/communities identified?		
Yes No		
<ul> <li>Please provide detail:</li> <li>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.</li> </ul>		
Action required: <ul> <li>None</li> </ul>		
10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?		
Yes X No		
Please provide detail:		
Action required:		
11. Could this activity be perceived as benefiting one group at the expense of		
another?		
Yes X 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 X 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	% Asian/Asian	Not specified	Mixed	Black/Black
	British	British			British/Other
	77.77	4.09	8.77	2.9	2.9
Religion	% Not	% Christian	% No Religion	% Other	Muslim
	Specified		, in the height		litit distint
	11.7	32.1	22.8	1.17	1.75%
Disability	% Not	% Disabled			
	Disabled				
	90.06	9.94			
Sexual	% Not	% Hetrosexual	% Bisexual	% Lesbian	% Other
Orientation	Specified	70 Hetrosexual	70 DISCRUUT		70 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	% Asian/Asian	Not	Mixed	Black/Black
	British	British	specified/Other		British/Other
	77.65	4.45	0.4	1.09	4.35
Religion	% Not	% Christian	% No Religion	% Other	Muslim
	Specified				
	51.85	29.6	14.8	1.85	1.85
Dicability	% Not	% Disabled			
Disability (declared)	Disabled	% Disabled			
	85.31	5.79			
Sexual	% Not	% Hetrosexual	%Bisexual	%Lesbian	%Gay Man
Orientation	Specified	70 Heti Osexual	/obisexual	70LESDIa11	
	52.52	45.76	0.27	0.50	0.72
Carer	% Carer	% Not a Carer	% Not		
			Specified/No		
			info		
	0	26	74		
4.50	0/ in 21.25	wac 20	0/20.44		0/CO.CA
Age	% in 21-25	%26-29	%30-44	%45-59	%60-64
	4.51	5.92	32.49	47.99	6.22