

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.

Directorate: City Development	Service area: Employment and Skills
Lead person: Sue Wynne	Contact number: 3950440

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

To ensure that the service can continue to meet the Best Council Plan 2013-17 objectives of supporting communities and promoting inclusive and sustainable economic growth, a review has been undertaken of the service covering staff numbers, roles and responsibilities to ensure that staff can continue to be effectively deployed to meet these business needs. A report has been prepared to support staff and trade union engagement and collective consultation on the issues to be addressed and the proposed way forward.

A number of recent and imminent changes will impact the way in which the service will need to operate. These include the transfer of staff delivering Information, Advice and Guidance services to Citizens and Communities Directorate to enable integrated service delivery within Community Hubs; the departure of a number of staff have left through the Early Leavers Initiative over the last 12 months; revised priorities and changing levels of resource linked to the expiry and commencement of externally funded programmes; and the introduction of revised HR policies and procedures.

The service has an approved structure of 45.4fte, occupied by 48 staff at a total cost of

£1,223,894 supported by £2,062,610 net revenue budget which includes £580,510 of external funding supporting staffing. Staff are currently organised into 4 key service areas, Projects and Programmes, Education Business Partnership, Employment Leeds and Communities and Partnerships.

It is proposed to reduce the number of posts across teams on the structure by 9 ftes in total but as a result of vacant posts, only 5 staff would potentially be impacted. These staff will be supported to take advantage of opportunities for flexible deployment but will potentially be at risk of redundancy and will be managed in line with the Managing Staff Reductions Policy. Given the current levels of administrative vacancies it is anticipated that all these staff can be deployed to other posts within the Council.

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	✓	
Where you have made consideration does this relate to the range of equality characteristics	✓	
Have you considered positive and negative impacts for different equality characteristics	✓	
Have you considered any potential barriers for different groups	✓	
Have you used equality information and consultation where appropriate to develop your proposals	✓	
Is there a clear plan of how equality areas identified for improvement will be addressed	✓	

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)

There are currently 48 staff members in the service - 76% of the staff are female and 24% male and 29% of the staff identify themselves as White British and 11.6% as BME. 3% of the staff have a disability and 145 have caring responsibilities.

- **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 proposal for consultation with staff and trade unions identifies that there would be 10 members of staff within the pool identified as at risk of redundancy. At this time, this includes 4 females and 1 male. 3 of the staff are identified as BME. This broadly reflects the current characteristics of the workforce and does not disproportionately affect staff with protected characteristics.

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

Measures for selection for redundancy if required will be subject to collective consultation and will be developed in consultation with HR and Legal Services to ensure that they are not considered to unfairly disadvantage individual staff with protected equality characteristics. The measures may be revised through the consultation process. .

The Equality Impact Assessment will be revisited and refreshed throughout the consultation and implementation process.

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:

Date to complete your impact assessment

Lead person for your impact assessment
(Include name and job title)

5. Governance, ownership and approval

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

Name	Job title	Date
Sue Wynne	Chief Officer Employment and Skills	18/05/2015
Date screening completed		18/05/2015

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 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 Governance Services	Date sent: N/A
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent: 28/08/2015
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: 28/08/2015