

Appendix 2

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: Environments & Housing	Service area: Senior Manager Review
Lead person: Gemma Taskas	Contact number: x43707

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

A review of the senior management structure within the Environments and Housing Directorate, which has resulted in a number of proposals being put forward in relation to the senior management cohort across the Directorate. The proposal include the regrading of existing posts in recognition of broadening roles and changing portfolios, the consolidation of existing temporary arrangements and the establishment of additional posts to increase capacity at a senior level within the Directorate.

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

The workforce equality profile of the staff affected by these proposals has been considered and the revised job roles have been benchmarked against other senior roles within the Council to ensure pay parity.

A number of the proposals will lead to a more integrated and cohesive approach to service delivery working across traditional Directorate boundaries,

Appropriate consultation is ongoing with all relevant stakeholders including those staff directly affected by these proposals.

- **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 proposals set out in the report will afford more comparability in terms of responsibilities and associated remuneration across the Council's senior management cohort and will promote a sense of fairness amongst the affected staff.

The newly established roles will provide senior management opportunities for internal candidates in the first instance. The successful candidate could potentially increase the Council's representation of under-represented groups at a senior level although this will depend upon the applicant pool and performance at interview.

- **Actions**

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

Work with HR to consider ways to make the recruitment to the newly established posts more inclusive.

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:	N / A
Date to complete your impact assessment	N / A
Lead person for your impact assessment (Include name and job title)	N / A

5. Governance, ownership and approval

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

Name	Job title	Date
Neil Evans	Director of Environments and Housing	8 th February 2016
Date screening completed		

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:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: