

## 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 or has already been considered, and therefore
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate:</b> Strategy and resources	<b>Service area:</b> Communications and marketing
<b>Lead person:</b> Dee Reid	<b>Contact number:</b> 0113 37 84388

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

Restructure of communications and marketing staff including:

- the implementation of a new operating model
- the deletion of all PO4 grade posts;
- the creation of new PO6 posts; and
- the assimilation of other staff including those on temporary contracts onto the new structure.

<b>2. Consideration of equality, diversity, cohesion and integration checklist</b>		
<b>Questions</b>	<b>Yes</b>	<b>No</b>
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've 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've answered **yes** to the questions above and believe you've 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 that you've 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 changes in the proposal directly impacts staff whose posts are proposed for deletion. All team members affected have been involved in one to one and group consultation discussions and have had opportunities to shape the 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 changes to working arrangements identified in the proposal are designed to strengthen both the team and the council's ability to be more proactive in communicating internal and external audiences.

#### **Actions**

(think about how you'll promote positive impact and remove or reduce negative impact)

<b>4. If you're <b>not</b> already considering the impact on equality, diversity, cohesion and integration <b>you'll need to carry out an impact assessment</b></b>	
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)	

<b>5. Governance, ownership and approval</b> Please state here who approved the actions and outcomes of the screening		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
<b>Date screening completed</b>		

<b>6. Publishing</b>	
<p>Though <b>all</b> key decisions are required to give due regard to equality the council <b>only</b> publishes those related to <b>executive board, full council, key delegated decisions</b> or a <b>significant operational decision</b>.</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"> <li>• governance services will publish those relating to executive board and full council</li> <li>• the appropriate directorate will publish those relating to delegated decisions and significant operational decisions</li> <li>• a copy of all other equality screenings that are not to be published should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> for record</li> </ul> <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 the equality team	Date sent: