

## 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: ASC</b>	<b>Service area: Reablement</b>
<b>Lead person: Liz Ward</b>	<b>Contact number:</b>

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

**The Skills for Independent Living Service (SkILs) Team is seeking to enhance the service to provide more efficient throughput and improve the quality of the service. To do this the service is proposing to add another staffing layer to the operational structure and to redesign elements of the business support function to provide 7 day and out of hours cover.**

## 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?	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	x	

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.

Some staff who are currently working set days/times will be affected. These staff will be required to work on a shift pattern rota. This may affect some staff with childcare responsibility. Staff consultation meetings have been held to present and discuss the changes and to take feedback. One-one meetings have been held where necessary to understand individual issues relating to this change. This will continue as the implementation process is undertaken.

#### **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).

On the operational arm, adding of a layer of staff to the structure will give existing staff career progression opportunities. This new layer will line manage the Support Workers and the service delivery shift pattern approach for the new layer of staffing will be the same as is currently in place for the existing group of staff. This means that they will be on shift at the same time as their staff to provide the line management support. The shift patterns for this new layer of staffing have been configured so that they are in place to be available for the support workers for staffing issues and therefore removing some of the pressure from the business support arm staff, who have been dealing with these on a day to day basis.

On the Business Support arm the restructure will introduce a layer of management that will provide cover across the 7 days and during the time the staff are working. This means that there will be a consistent approach to management of the service and will provide business support staff and support workers with better support across roles and within their role. Certain job functions will not be reliant on just one or two individuals going forward.

#### **Actions**

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

The service has undertaken a lot of work to review and develop it to improve the efficiency and the effectiveness for customers. Staff have been involved at all stages of the process to input into the development of new processes, new documentation and rotas. This will be

continued during the implementation so they can see how the changes will positively impact on the customer.

**4. If you're not already considering the impact on equality, diversity, cohesion and integration you'll 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 approved the actions and outcomes of the screening

**Name**

**Job title**

**Date**

**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](mailto: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 the equality team	Date sent: