

## 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> IM&T
<b>Lead person:</b> Alec Sharpe	<b>Contact number:</b> 07891275875

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

The introduction of Technical elements of ICT hardware, software and resources to enable the realignment of the former Property Maintenance and the former Construction Services into the new Leeds Building Services within Housing Leeds, Property and Contracts. Leeds Building Services requires this development to make better use of its resources, unifying process and practices, which either present a serious risk to the organisation, or constitute a significant and unsustainable amount of time and resource to maintain.

The option to facilitate this organisational change is to leverage the recent investment in TotalMobile and TotalRepairs, an advanced Job Scheduling tool Optimise, Wolseley van stock integration and Telematics Tracking software.

### 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?	Yes	
Where you have made consideration does this relate to the range of equality characteristics	Yes	
Have you considered positive and negative impacts for different equality characteristics	Yes	
Have you considered any potential barriers for different groups	Yes	

Have you used equality information and consultation where appropriate to develop your proposals	Yes	
Is there a clear plan of how equality areas identified for improvement will be addressed	Yes	

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**.

<p><b>3. Considering the impact on equality, diversity, cohesion and integration</b></p> <p>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.</p> <p>Please provide specific details for all three areas below.</p> <p><b>How have you considered equality, diversity, cohesion and integration?</b></p> <p>The proposal will impact on staff in the following areas : Repairs Operatives in the Field Back Office Staff.</p> <p>Software and devices will be to AA standards for visually impaired staff. Revised business process and Training will assist all affected staff as part of this change. Information will take into account language and disability needs.</p> <p>All Citizens of Leeds including Council Tenants, Pupils and Council Staff</p> <p>Repairs to homes and Corporate Buildings including Schools. The needs of the individuals will be taken into account whilst repairs are being made to buildings.</p> <p><b>Key findings</b></p> <p>The Technology and Business change will improve the lives for all Citizens including Pupils. In terms of better living accommodation from Housing Repairs and Capital Work Programmes; General Maintenance of Public Buildings including Schools and Libraries.</p> <p><b>Actions</b> (think about how you'll promote positive impact and remove or reduce negative impact)</p> <p>The increased fulfilment of repairs will improve customer satisfaction and adhere to Key Performance Indicators.</p>
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<p><b>4. If you're not already considering the impact on equality, diversity, cohesion and integration you'll need to carry out an impact assessment</b></p>
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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

<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>
Anthony Butler	Head of Leeds Building Services	17/08/2016
<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: