

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.

Directorate: Adults & Health	Service area: Resources & Strategy
Lead person: Cheryl Ward	Contact number: 37 88750

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

1. Within the Adults Operational Services Team in Adults & Health Strategy and Resources there is currently a team of 3.9 FTE whose main role is the audit of Direct Payment Agreements with clients. The key function of the audit is to ensure that clients spend their monies correctly and in line with their care plan.
2. The team frequently identify unspent monies, i.e. where the DP given to the service user has not been used, and also identify where monies have been misused. In 2016/17 £2.2m was identified and recovered, and approximately 650 clients were not given an annual audit review.
3. By increasing resources at a cost of £58k it is anticipated that additional monies of £258k could be recovered in a full year. The net effect of this is a reduced spend of £200k for Direct Payments.

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	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.

Considered the 4 staff currently in post who would be affected by the additional resource. All the staff were originally recruited through the Council's Recruitment and Selection Procedures which includes consideration of equality and diversity issues.

Consulted with those staff that would be affected by the additional resources

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).

Staff have welcomed the proposal for additional resources to assist with the auditing of clients accounts.

Actions

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

Staff will be recruited through the Council's Recruitment and Selection Procedure

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
Steve Hume	Chief Officer (Strategy &	xx

	Resources), Adult Social Care	
Date screening completed		xx

6. Publishing	
<p>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.</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"> • 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 <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: ??