

Equality, Diversity, Cohesion and Integration Impact Assessment



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Resources and Housing	Service area: Leeds Building Services
Lead person: Nicky Malthouse	Contact number: X85863
Date of the equality, diversity, cohesion and integration impact assessment: 29/06/17	

1. Title: Phase 2 Leeds Building Services Realignment		
Is this a:		
<input type="checkbox"/> Strategy /Policy	<input checked="" type="checkbox"/> Service / Function	<input type="checkbox"/> Other
If other, please specify		

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Nicky Malthouse	Leeds City Council	Manager of the Service
Paul Reeves	Leeds City Council	Manager of the Service
June Wilson	Leeds City Council	HR Business Partner

<p>3. Summary of strategy, policy, service or function that was assessed:</p> <p>Phase 2 Realignment of Leeds Building Services</p>
<p>The initial phase of re-alignment to create Leeds Building Services, bringing together Construction Services and Property Maintenance, and aligning all operatives formerly based in CEL and Housing Leeds, was implemented with effect from 1st October 2015. The second phase of this realignment is to review management and office based teams.</p> <p>The review has highlighted that it is necessary to revise the current staffing complement and structure. Draft proposals have been developed which aim to streamline the senior management structure and will create additional capacity at a lower level to support both the sustainability of the business and generate growth. The proposed model will bring together all operational activity under an Operations Manager ensuring consistency across the service, whilst a role of Commercial Manager will provide the strategic direction to develop the business.</p>

4. Scope of the equality, diversity, cohesion and integration impact assessment
 (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

<p>4a. Strategy, policy or plan (please tick the appropriate box below)</p>	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
<p>Please provide detail:</p>	

<p>4b. Service, function, event please tick the appropriate box below</p>	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>

Procuring of a service (by contract or grant)	<input type="checkbox"/>

Please provide detail:

This Equality assessment is focused on the staff that phase 2 of the ISP realignment affects. A number of areas will be considered during our Equality Impact Assessment, which are:

1. Design of roles and accountabilities in the new model
2. Impact on diversity staffing profile as a consequence of the review, across the service as a whole

5. Fact finding – what do we already know

Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

The profile of those staff in Management and office based teams in LBS is as follows; **74%** are **male**, **10%** are **BME**, **90%** are **not disabled**, **47%** are **heterosexual**, **35%** have **stated a religion**, **6%** are **carers** and the highest proportion of staff (**32%**) are in the **age range 41-54**.

Are there any gaps in equality and diversity information

Please provide detail:

From the equality data provided there are some gaps in the data as staff have chosen not to specify.

Action required:

Work with staff to increase the data relating to Equality. Continue to work with apprenticeships, training and mentoring to increase the workforce profile, especially with BME groups and Women.

6. Wider involvement – have you involved groups of people who are most likely to

be affected or interested	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide detail:	
N/A	
Action required:	

7. Who may be affected by this activity?		
please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function		
Equality characteristics		
<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Carers	<input checked="" type="checkbox"/> Disability
<input type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief
<input checked="" type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation	
<input checked="" type="checkbox"/> Other		
(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)		
Please specify:		
Stakeholders		
<input checked="" type="checkbox"/> Services users	<input checked="" type="checkbox"/> Employees	<input checked="" type="checkbox"/> Trade Unions
<input type="checkbox"/> Partners	<input checked="" type="checkbox"/> Members	<input checked="" type="checkbox"/> Suppliers
<input type="checkbox"/>		

Other please specify

Potential barriers.

Built environment

Location of premises and services

Information and communication

Customer care

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

Financial exclusion

Employment and training

specific barriers to the strategy, policy, services or function

Please specify

8. Positive and negative impact

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact: No Staff MSR Implications

The outcome of this restructure is that there will be no MSR implication for any staff.

Action required: N/A

8b. Negative impact: N/A

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Action required: Increased and clear communication required

We are now issuing staff with a weekly news letter

A series of consultation staff meetings have taken place

Q&A document has been produced and circulated

Post preferencing exercise undertaken

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

No

Please provide detail:

Action required:

10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)

Yes

No

Please provide detail:

Merging two departments together.

Action required:

N/A

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11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)

Yes

No

Please provide detail:

N/A

Action required:

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
Increased and clear communication required	Ongoing	Output of Communications	People and Culture workstream
Work with staff to increase the data relating to Equality. Continue to work with apprenticeships, training and mentoring to increase the workforce profile, especially with BME groups and Women.	Ongoing	Increase in BME and Women within Leeds Building Services	Heads of Service and Management Team

Action	Timescale	Measure	Lead person

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Nicky Malthouse	Head of Commercial Management	29/06/17
Date impact assessment completed		29/06/17

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other (please specify)

15. 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 impact assessment 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 impact assessments 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 assessment 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: