

Appendix 2

Equality Impact Assessment

Equality, diversity, cohesion and integration impact assessment - 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. 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 & Housing	Service area: PPPU
Lead person: Neil Evans	Contact number: 0113 37 87798
Date of the equality, diversity, cohesion and integration impact assessment: November 2017	

2. Members of the assessment team:		
Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Neil Evans	Resources & Housing	Director
Yvonne Reynolds	Resources & Housing	HR Service Manager
Gemma Taskas	Resources & Housing	Deputy Chief Officer HR

3. Summary of the organisational change arrangements to be assessed:
To rationalise the management structure and support transferring staff to other areas in LCC and follows proposals to adopt a new operating model for functions coming under PPPU.

4. Scope of the equality, diversity, cohesion and integration impact assessment	
Organisational change (please tick all appropriate boxes that apply below)	
Restructuring and assimilation	<input checked="" type="checkbox"/>
Reorganisation and job redesign	<input checked="" type="checkbox"/>
Flexible deployment	<input checked="" type="checkbox"/>
Early leavers initiative	<input checked="" type="checkbox"/>
Cessation of a service	<input type="checkbox"/>
Downsizing of a service	<input type="checkbox"/>
Switching	<input type="checkbox"/>
Recruitment	<input type="checkbox"/>
Equal pay considerations	<input checked="" type="checkbox"/>
Job evaluation	<input checked="" type="checkbox"/>
Any other organisational change arrangements	<input type="checkbox"/>
Please provide detail: All staff employed in the PPPU Service are included in the proposals.	

4a. Do your proposals relate to: please tick the appropriate box below	
The whole service	<input type="checkbox"/>
A specific part of the service	<input type="checkbox"/>
More than one service	<input checked="" type="checkbox"/>
Please provide detail: Changes will impact on the PPPU Service, followed by the Directorates who will receive PPPU staff and resources.	

4b. Do your proposals relate to: please tick the appropriate box below	
Employment considerations only	<input checked="" type="checkbox"/>
Employment considerations and impact on service delivery	<input type="checkbox"/>
Please provide detail: For the majority of staff there will be no significant change to job roles, responsibilities or grade. They will be flexibly deployed into Directorate Teams. Revisions to the senior management structure will result in the reduction of 10 posts at JNC level. However, in order to mitigate the risk of redundancy a number of new posts are being established as part of the senior management cohort for both the City Development and Resources & Housing Directorates. It is anticipated that these newly established roles could potentially provide suitable alternative employment opportunities for staff currently affected by the PPPU review. Any reductions will be managed in accordance with the Council's resourcing processes. Insofar as possible, it is proposed to use the flexibility protocols to allocate staff to areas of work. This has been achieved below JNC level but for two legal staff. Changes to grades and numbers at JNC may not make this possible. The Council will follow its agreed processes in implementing this change. The proposals will involve the development of a full implementation plan. Whilst it is the intention to give staff certainty as to where they will be working as soon as possible, it is proposed that a practical implementation date of 1 st April is adopted. This will enable an orderly transition of projects and new arrangements for financing to be introduced.	

5. Fact finding – what do we already know Make a note here of all information you'll be using to carry out this assessment. This could
--

include previous consultation, involvement, research, results from perception surveys, equality monitoring and customer or staff feedback.

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

Feedback from staff and stakeholder workshops
Feedback from Trade Unions
Feedback from other Directorates

**Are there any gaps in equality and diversity information
Please provide detail:**

The profile of the service is 48% male, 52% female.

An analysis of staff who were at risk of redundancy has been performed. However, as the numbers of staff at risk is a small number within a small service area, it is less reliable from a statistical perspective and a detailed analysis by grade-band and all characteristics risks identifying individuals. However it is noted that:

- The male and female group is proportionate to the wider service and senior cohort of staff.
- Disabled staff are less well represented in senior roles as are other protected characteristics.

Action required:

To mitigate the risk of redundancy a number of new posts are being established as part of the senior management cohort for both the City Development and Resources & Housing Directorates. It is anticipated that these newly established roles could potentially provide suitable alternative employment opportunities for staff currently affected by the PPPU review.

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

Yes

No

Please provide detail:

Staff
Trade unions
Receiving Directorates

Action required:

None.

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 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 type="checkbox"/> Other | | |

(for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)

Please specify:

These are based on the equality profile of those within the PPPU service.

Stakeholders

- | | | |
|--|---|--|
| <input type="checkbox"/> Services users | <input checked="" type="checkbox"/> Employees | <input checked="" type="checkbox"/> Trade Unions |
| <input checked="" type="checkbox"/> Partners | <input type="checkbox"/> Members | <input type="checkbox"/> Suppliers |
| <input checked="" type="checkbox"/> Other please specify: Other Council Directorates | | |

Potential barriers

- | | |
|--|--|
| <input type="checkbox"/> Built environment | <input type="checkbox"/> Location of premises and services |
| <input type="checkbox"/> Information and communication | <input type="checkbox"/> Customer care |

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

Specific barriers to the organisational change proposals

Please specify

It is possible that during the formal staff consultation period objections may be raised by individuals.

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:

Please refer to paragraph 4 of the November 2017 draft DDR report which sets out the details.

Action required:

N/A

8b. Negative impact:

Please refer to paragraph 4 of the November 2017 draft DDR report which sets out the details.

Action required:

Time to be built into the formal staff consultation period that allows detailed feedback as needed.

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

Yes

No

Please provide detail:

Directorates will have immediate access and support to existing PPPU functions, teams and specialist knowledge.

Action required:

10. Does this activity bring groups or communities into increased contact with each other (for example in schools, neighbourhood or the workplace)?

Yes

No

Please provide detail:

Action required:

11. Could this activity be perceived as benefiting one group at the expense of another?

Yes

No

Please provide detail:

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

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
Neil Evans	Director	November 2017

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

If this equality, diversity, cohesion and integration impact assessment relates to a **key delegated decision, executive board, full council** or a **significant operational decision** a copy should be emailed to corporate governance and will be published along with the relevant report.

A copy of **all other** equality and diversity, cohesion and integration impact assessment's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date impact assessment completed**November
2017**

If relates to a key decision –

Any other decision –