

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: Children and Families | Service area: Learning for Life |
| Lead person: Amanda Ash | Contact number: 0113 3784500 |
| Date of the equality, diversity, cohesion and integration impact assessment: | |

1. Title: Children’s Centre Family Services Restructure

Is this a:

Strategy /Policy

 Service / Function

 Other

If other, please specify Service Restructure

2. Members of the assessment team:

| Name | Organisation | Role on assessment team e.g. service user, manager of service, specialist |
|--------------------|---------------------|--|
| Julia Manning | LCC | Service Specialist |
| Amanda Ashe | LCC | Service Lead |
| Liz Kirkman-Bielby | LCC | Line Manager |
| Sharon House | LCC | Line Manager |
| | | |
| | | |

| |
|---|
| 3. Summary of strategy, policy, service or function that was assessed: |
| A proposed re-structure following transfer of a number of Childrens centres from school governance to LCC governance. This should better enable the Learning for Life Service to efficiently deliver Childrens Centre Family Services within proposed budgets and to contribute to wider Council and city priorities. |

| |
|--|
| 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) |
|--|

| | |
|---|--------------------------|
| 4a. Strategy, policy or plan (please tick the appropriate box below) | |
| 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"/> |
| Please provide detail: To increase the number of family services groups to 11 absorbing the 5 stand-alone centres which have returned to Leeds City Council governance | |

| | |
|---|-------------------------------------|
| 4b. Service, function, event please tick the appropriate box below | |
| 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: The Early Start service is divided into Early Learning and Family Services. This restructure applies to family services only. | |

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 Childrens centre practice is to group a number of centres under 1 PO4 manager for management and leadership purposes. Presently there are 8 family services groups at the moment and 5 standalone centres.

Because the service is transferring more centres back into LCC governance the number of centres under each early start family services manager have increased and the number in some cases has increased to 6. Service practice is that the maximum number of centres under one manager in order to be manageable should be 4. We have also inherited a number of posts with Manager responsibilities on various grades ranging from SO1 to PO3. These posts do not fall into the existing structure.

The managers transferred in to LCC from schools identify mainly as white British with one male and one BEM female. There is also a wide differentiation in age range between candidates. All posts within the SO1 to PO3 grade range are equally at risk. There will be 3 x PO4 posts created and the criteria for selection will need to be carefully designed to ensure each person occupying the posts at risk will have equal consideration. The new PO4 posts will be ring fenced to this group.

There is no information to suggest that any of the staff at risk identify as LBGT or disabled at this time. However this should be strictly monitored together with the other equality characteristics to ensure equality of opportunity.

Service users will be kept informed of any management changes but we do not anticipate consultation with service users since this strategy should not change the services or methods of delivery of services materially.

Consultation has taken place with union representatives

Are there any gaps in equality and diversity information

Please provide detail:

We are not aware that any of the people occupying the posts identify as LBGT or disabled.

Action required: none

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

Yes No

Please provide detail:

The wider staff groups within family services are to be kept informed of proposed changes. Families will be informed through local conversations however since services should not be materially impacted they will be kept informed of any changes to management structures but have no immediate involvement in appointments.

Action required:
 Arrange face to face consultation with individuals potentially affected by the restructure.
 Put together communication strategy for wider groups

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

Age Carers Disability

Gender reassignment Race Religion or Belief

Sex (male or female) Sexual orientation

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

Services users Employees Trade Unions

Partners Members Suppliers

Other please specify

| | |
|---|---|
| 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 |
| <input type="checkbox"/> Timing | <input type="checkbox"/> Stereotypes and assumptions |
| <input type="checkbox"/> Cost | <input type="checkbox"/> Consultation and involvement |
| <input type="checkbox"/> Financial exclusion | <input type="checkbox"/> Employment and training |
| <input type="checkbox"/> 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: |
| Males and BEM are under-represented in our service. If these candidates were to be successful this would go some way to beginning to greater reflect our service users at management level. |
| Action required: |
| Ensure that selection criteria are free of gender, racial and age bias and ensure all candidates have the support they require to apply |

| |
|--|
| 8b. Negative impact: |
| We only have one male and one BEM female in the cohort impacted by this restructure and there is also a wide age range. Due consideration through the recruitment process will ensure that equality of opportunity is of primary consideration when undertaking selection. |
| Action required: |

Check selection and recruitment process for unconscious bias in consultation with the unions and HR

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

Yes

No

Please provide detail: By reducing the number of reach areas in the larger groups and increasing the management cover the impact on the new groups is likely to be positive

Action required:

Ensure the new reach area groupings are communicated in a positive manner to client groups

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

Yes

No

Please provide detail:

Will smaller groups and more centres grouped together it is likely that people from more different reach areas will meet to use joint service

Action required:

Ensure that new groupings and introductions are managed sensitively

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:

Younger white female staff could be perceived as having an advantage in recruitment if processes and procedures are not handled correctly, to the letter, in the spirit of the recruitment policy and in a sensitive manner

Action required:

The interview and selection panel should be representative of the pool of potential candidates.

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 |
|---|--|--|--|
| Arrange face to face consultation with individuals potentially affected by the restructure Put together communication strategy for wider groups | Statutory consultation timescale | All individuals impacted by the restructure | Amanda Ashe Victoria Owens/ Sara Jeffs |
| Ensure that selection criteria is free of gender, racial and age bias and ensure all candidates have the support they require to apply | Before the interview and selection process commences | All candidates feel equally supported and not excluded from the process by reason of their membership of an equality community | Victoria Owens/ Sara Jeffs |
| The interview and selection panel should be representative of the pool of potential candidates. | Before the interview and selection process | All candidates, when questioned feel the process has been fair. | Victoria Owens / Sara Jeffs Amanda Ashe |
| Check selection and recruitment process for unconscious bias in consultation with the unions and HR. | Before the interview and selection process | All candidates, when questioned feel the process has been fair. | Victoria Owens / Sara Jeffs Amanda Ashe |

| Action | Timescale | Measure | Lead person |
|--|---|--|---|
| Ensure the new reach area groupings are communicated in a positive manner to client groups | Once the proposal has been finalised; aiming for May 2018 | All client groups feel well informed and updated | Amanda Ashe |
| Ensure that new groupings and introductions are managed sensitively | Once the proposal has been finalised; aiming for May 2018 | The workforce feel supported and transitions are managed effectively | Amanda Ashe Liz Kirkman-Bielby Sharon House Keely Woodward-Chapman |

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 |
|---|-----------|------|
| | | |
| Date impact assessment completed | | |

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: |