

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: Housing Leeds	Service area: Housing Management and Neighbourhood Services
Lead person: Mandy Sawyer	Contact number: 07891276430
Date of the equality, diversity, cohesion and integration impact assessment: 1st February 2024	

2. Members of the assessment team:		
Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Vicki Hooper	LCC	Manager of Service

3. Summary of the organisational change arrangements to be assessed:
The creation of 6 temporary part-time CCTV Operators based in and managed by LeedsWatch to undertake the 12 month pilot of CCTV monitoring across 25 high rise blocks reductions in the concierge service from 7 to 3 sites.

4. Scope of the equality, diversity, cohesion and integration impact assessment
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Organisational change (please tick all appropriate boxes that apply below)	
Restructuring and assimilation	<input checked="" type="checkbox"/>
Reorganisation and job redesign	<input type="checkbox"/>
Flexible deployment	<input type="checkbox"/>
Early leavers initiative	<input type="checkbox"/>
Cessation of a service	<input type="checkbox"/>
Downsizing of a service	<input checked="" type="checkbox"/>
Switching	<input type="checkbox"/>
Recruitment	<input type="checkbox"/>
Equal pay considerations	<input type="checkbox"/>
Job evaluation	<input type="checkbox"/>
Any other organisational change arrangements	<input type="checkbox"/>
<p>Please provide detail:</p> <p>The proposal will create 6 part time positions in the Leeds Watch service to deliver the CCTV pilot project. The concierge service will reduce from 7 to 3 sites which will lead to a reduction in staffing with CEL.</p>	

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:	
The concierge reduction will impact Civic Enterprise Leeds. The new posts created for CCTV will sit in Leeds Watch in the Safer, Stronger, Communities Team.	

4b. Do your proposals relate to: please tick the appropriate box below	
Employment considerations only	<input type="checkbox"/>
Employment considerations and impact on service delivery	<input checked="" type="checkbox"/>
Please provide detail:	
The creation of the posts will support a 12 month pilot of enhanced CCTV monitoring in 26 high rise blocks across the city. It will benefit the service by offering an enhanced CCTV monitoring to residents within those blocks.	

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)
The positions will be advertised externally and consultation will take place with Trade Unions on the proposals.
Are there any gaps in equality and diversity information Please provide detail:
Discussions are yet to take place with staff impacted within CEL, this will be undertaken once the decision is made.
Action required:

Discussion on the proposal to take place within CEL once approval has been obtained.

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

Yes No

Please provide detail:

The discussions will be held by impacted staff once the decision has been made.

Action required:

Trade Union consultation in regards to the changes.

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 checked="" type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion or belief
<input checked="" type="checkbox"/> Sex (male or female)	<input checked="" type="checkbox"/> Sexual orientation	
<input checked="" 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:

Stakeholders

<input type="checkbox"/> Services users	<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Trade Unions
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Partners

Members

Suppliers

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

Specific barriers to the organisational change proposals

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:

This positions provides opportunity for staff members who are looking to work part time hours, promoting opportunities for staff who need to work flexibly or wish to not work full time hours due to their personal circumstances. The additional positions create employment opportunities within the council.

Action required:

8b. Negative impact:

The reduction in the concierge service will impact on staffing within that service.

Action required:

Consultation with trade unions and support for those staff impacted.

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

Yes

No

Please provide detail:

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:

This proposal could be perceived to benefit staff who wish the work on a part time rather than a full time basis. The proposal will also impact on staff currently working in the concierge service.

Action required:

Consultation with trade unions and support for those staff impacted

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
Consultation with trade unions and support for those staff impacted within CEL.	Q4 23/24		Richard Jackson
Consultation with trade unions.	Q4 23/24		Zahid Butt

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

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

If relates to a key decision – **date sent to corporate governance**

Any other decision – **date sent to equality team**