

## Appendix A Equality, diversity, cohesion and integration screening

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.

<b>Directorate: City Development</b>	<b>Service area: Asset Management &amp; Regeneration</b>
<b>Lead person: Mark Mills</b>	<b>Contact number: 0113 3787718</b>
<b>TITLE: Accelerated Property Releases and Disposals</b>	

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

Through the ongoing work of Estate Rationalisation our estate must respond to and meet service requirements including the delivery of statutory and front line services as well as back office functions, team working and work with partners. The shape, format and use of the estate will therefore be informed by user needs, will be guided by service reviews and must sit hand in hand with organisational design principles. Rightsizing the Council's estate, focusing on our most efficient, flexible and best quality buildings will reduce the Councils' operational cost, whilst allowing opportunities for capital receipts and support our target of Carbon net zero.

This paper is screening for the accelerated estate rationalisation which includes both office buildings and our wider estate which will require the adoption of further agility and flexible use of our buildings.

The disposal of properties will be progressed utilising a number of disposal methods. The capital receipts generated will be used to support the Council's overall budget position.

<b>2. Consideration of equality, diversity, cohesion and integration checklist</b>		
<b>Questions</b>	<b>Yes</b>	<b>No</b>
Have you already considered equality and diversity within your current and future planning?	X	
Where you have made consideration does this relate to the range of equality characteristics	X	
Have you considered positive and negative impacts for different equality characteristics	X	
Have you considered any potential barriers for different groups	X	
Have you used equality information and consultation where appropriate to develop your proposals	X	
Is there a clear plan of how equality areas identified for improvement will be addressed		X

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**.

<b>3. Considering the impact on equality, diversity, cohesion and integration</b>
<p>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.</p> <p>Please provide specific details for all three areas below (use the prompts for guidance).</p>
<p><b>How have you considered equality, diversity, cohesion and integration?</b>            (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.</p> <p>Estate rationalisation is the continuation of a live programme to continuously ensure we are right-sizing our physical estate to provide an effective and efficient foot print to support Council service provision. The programme will now focus on two primary areas:</p> <ol style="list-style-type: none"> <li>1. The further <b>reduction in core office provision</b> due to the excess capacity delivered through a greater adoption of Hybrid Working. The delivery of buildings/ spaces which can be utilised for a range of services will adopt the principles adopted through the delivery of Community Hubs and Customer Access points across the City.</li> </ol>

The equality, diversity, cohesion and integration considerations are ongoing in how we ensure all colleagues are catered for and that our estate meets the Council's standards. As part of re-fit/ refurbishment schemes over recent years, these considerations are already provided for. We will seek to focus on those buildings which have already seen investment, but where works are required to other buildings in our estate, these will be delivered using the same principles.

2. Potential **excess buildings** which could be delivered **through ongoing service reviews and organisational design**. It is considered that the equality, diversity, cohesion and integration consideration will be dealt with at the service review level including the access to services which are building based. Therefore this workstream will only provide for the divestment strategy for operationally surplus properties which are identified through successful service review.

The disposal of released properties is not considered to have any specific equality, diversity, cohesion and integration impacts.

### **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).

The programme has a desire to bring colleagues and services together in our best buildings and in the most suitable locations. Therefore it is considered that the quality of the workplace provided should therefore see an overall enhancement in the experience for all. Services will work collectively to ensure colleagues are supported through any change and where possible directed to a building which is the most reasonable and appropriate to both service delivery and individual needs.

### **Actions**

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

The Estate Management team comprising Asset Management, Civic Enterprise Leeds, Sustainable Energy and Air Quality, and Health and Safety, is working seamless with wider HR and DIS colleagues who are all embedded into estate change programmes.

Through the further adoption of agility and flexible use of our estate, it is considered there will be greater choice and flexibility for all our colleagues to better manage balance and also provide greater opportunity for development. Equally, customer access and experience will be enhanced through focusing access via fewer but better quality buildings.

**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:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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**5. Governance, ownership and approval**

Please state here who approved the actions and outcomes of the screening

Name	Job title	Date
Mark Mills	Head of Asset Management	29/9/23
<b>Date screening completed</b>		29/9/23

**6. 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 screening 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 screenings that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record

Complete the appropriate section below with the date the report and attached screening 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 the equality team	Date sent: