

# 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

<b>Directorate: Environments and Housing</b>	<b>Service area: Parks and Countryside</b>
<b>Lead person: T Stringwell</b>	<b>Contact number: 3957400</b>
<b>Date of the equality, diversity, cohesion and integration impact assessment: 21/09/2015</b>	

<p><b>1. Title:</b> <b>Relocation of Redhall Horticultural Nursery</b></p> <p>Is this a:</p> <p> <input type="checkbox"/> <b>Strategy /Policy</b>                                          <input type="checkbox"/> <b>Service / Function</b>                                          <input checked="" type="checkbox"/> <b>Other</b> </p> <p><b>If other, please specify</b> Project to deliver location change for service facility</p>
---

## 2. Members of the assessment team:

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service, specialist</b>
T Stringwell	LCC	Project Manager
S Frosdick	LCC	Equality Lead officer for service
P Ackroyd	LCC	Nursery Manager

**3. Summary of strategy, policy, service or function that was assessed:**  
 The project seeks to relocate the horticultural nursery from its current location at Redhall to a site in close proximity and onto land in council ownership. The design will use the latest design principles for these types of facilities and will seek to ensure that the council retains the ability to produce high quality plants for use across the city, produced to high environmental standards, limiting transportation needs, thereby supporting engagement of school and volunteer groups and sustaining the employment and skills development of nursery and other staff. It should be noted that the nursery has in recent years taken on staff from the former Roseville Enterprises providing assisted work placements for staff who find secure employment difficult due to complex needs. The new provision will be able to continue to support this approach.

**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"/>
<b>Please provide detail:</b>	

**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"/>
<b>Please provide detail:</b> See section 3 summary for detail. The project relates to a specific area of the Parks and Countryside service and includes impacts to suppliers, service users and staff including colleagues with specific needs including learning and physical disabilities.	

### **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)

During the development of the project to date we have undertaken consultation with local ward members, senior council officers, public via the councils engagement processes, via displays at the current nursery to visiting public, with local Parish councils. The design in its current format has been subject to planning application with public notices as required under this procedure. The feedback gained from this activity has been incorporated into the project. Prior to this an informal planning statement for the site was reported to Executive Board in October 2011 and approval to commence the project was secured.

The existing nursery display has generated no formal responses either negative or positive from the customers using the shop facility. However staff report conversations with service users who are keen to be assured that the provision will continue to be provided at either location. Barwick and Scholes parish Council have written to confirm that they have no objections to the scheme and no other comments have been received including to the planning application.

Relocation of the nursery will have an impact on staff who will be required to travel to the alternative site and this will be dealt with via the councils normal arrangements for displaced staff. However the staff impacted have been kept closely informed of the development of the project and are keen to see the project delivered to ensure continuation of service and the protection of continued employment. It has been noted that some staff employed at the nursery have sensitive needs and arrangements will be made throughout the project development and implementation to ensure that they are fully able to engage and influence the design and delivery of the scheme. This has included the provision of BSL signers attending staff briefings where the project has been discussed. It is anticipated that 2 new staff will shortly be joining the nursery staff team from Roseville with more complex learning needs and this will be assessed more fully once they have started work.

The design for the nursery will comply with legislation with regards to accessibility and will seek to employ the latest design principles for process management that seek to limit the need for manual handling of material thereby reducing the physical impact of manual work on employees. The site layout will seek to remove the barriers to access that currently exist associated for the public who will no longer be required to enter an industrial work space to gain access to the nursery shop.

### **Are there any gaps in equality and diversity information**

#### **Please provide detail:**

The 2 new members of staff are known to have learning difficulties that have not yet been fully assessed by the service..

### **Action required:**

An assessment of need will be undertaken as soon as is practicable after transfer and will



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:**

The scheme will ensure continued employment to current nursery staff including those identified with complex needs. The nursery also provides opportunities for training and development for young people on the apprenticeship programme, the graduate programme, and for the large number of volunteers that engage with the Parks and Countryside service via routes such as 'In Bloom', educational visits, community food growing and other schemes such as support to the RHS horticultural access course current under development.

A significant amount of the capital works will be completed in house securing valuable revenue support for the service and provide a unique training and development opportunity to be involved in the design and build process for the nursery.

It is anticipated that the scheme will support the future development of the surrounding land in line with the East Leeds Extension particularly the plans for green space provision.

**Action required:**

Consideration to be given to the development of an engagement pack to support public and school visits to the site during the implementation phase to support onward educational engagement in areas such as environmental work, business management.

**8b. Negative impact:**

Some staff may have to travel further to work however public transport links to the site are good and similar to the existing facility. Staff parking will be provided and financial compensation is available in line with the council's employment practice.

**Action required:**

To identify and mitigate impacts on staff that are identified from the planned Organisational Change Impact Assessment.

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

Yes

No

**Please provide detail:**

Strong links currently exist with 3<sup>rd</sup> sector groups and partners and these will continue to be supported and will have increased capacity to develop should the project proceed.

**Action required:**

Continued engagement through-out the development phase.

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

Yes

No

**Please provide detail:**

Increased opportunities to support educational work through the educational pack and site visit/nursery tours that are difficult to support in the current facility due to the industrial nature of the site..

**Action required:**

None at this time.

**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:**

**Action required:**

None

**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)

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>
An assessment of need will be undertaken for staff with learning difficulties as soon as is practicable after the planned transfer to influence future engagement practice ensuring they are full engaged in the process and that their needs are accommodated in the design of the scheme with regards to their employment.	3 months	Staff consulted and issues correctly identified	P Ackroyd, Nursery manager
To continue to engage with all stakeholders as the project proceeds. As the change will have an impact of arrangements for staffing a separate Organisational Change Impact Assessment will be undertaken at the appropriate time.	6 Months or at key approval points	Engagement resources to continue to be developed as the scheme progresses. The OCIA will be undertaken at the correct point in the programme once it is known that the scheme is moving to implementation.	T Stringwell
Consideration to be given to the development of an engagement pack to support public and school visits to the site during the implementation phase to support onward educational engagement in	6 Months	Resources developed and available	T Stringwell

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>
areas such as environmental work, business management.			
To identify and mitigate impacts on staff that are identified from the planned Organisational Change Impact Assessment.	6 Months	Implement mitigation of any identified impacts	P Ackroyd
Continued engagement through-out the development phase.	Ongoing		T Stringwell

**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
M Kinnaird	Development Manager	23/09/2015
<b>Date impact assessment completed</b> <b>21/09/2015</b>		

**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](mailto: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 <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: