

## Equality, diversity, cohesion and integration screening – 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.

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: ASC</b>             | <b>Service area: Long Term Community Support Service [Homecare]</b> |
| <b>Lead person: Debbie Ramskill</b> | <b>Contact number: 3367709</b>                                      |

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

Approval is being sought at Executive Board in June 2016 to cease the in-house provision of the in-house Long Term Community Support Service [Home care]. This has followed from an extensive consultation exercise with employees, service users and trade unions.

This screening is intended to support the LCC Executive Board Report of 22<sup>nd</sup> June around the future of the in house Long Term Community Support Service and should be read in conjunction with this report and appended Consultation Report (Appendix 1).

### 2. Consideration of equality, diversity, cohesion and integration checklist

| Questions   | Yes | No |
|---|-----|----|
| 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                                   | x   |    |

|  |   |  |
|--|---|--|
| appropriate to develop your proposals  |   |  |
| 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**.

### 3. Considering the impact on equality, diversity, cohesion and integration

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.

Please provide specific details for all three areas below (use the prompts for guidance).

#### How have you considered equality, diversity, cohesion and integration?

(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).

The scope of the proposal concerns the whole Long Term Community Support Service which currently consists of approx. 70 employees all of whom are women, the majority of whom are white, non-disabled with approx. 70% over 50 years old. A full breakdown of data is available if required.

Extensive consultation and engagement sessions have taken place with Employees and Trade Unions regarding the proposals to cease the service. HR drop-in sessions and one to ones and one to ones with managers have taken place to discuss potential opportunities and future options for staff.

Employees within the service will have the opportunity to be flexibly redeployed into alternative roles within ASC, or be redeployed into alternative roles across the council. This will be carried out with support from management and HR and will include one to ones with Managers and HR. Employees also have the option to leave the council on the Early Leavers Initiative [ELI] and pensions advice and support will be offered.

#### 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).

Loss of direct employment of all care staff and perceived reduction in pay and terms if were to be employed in the independent sector.

#### Actions

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

Action already taken place – LCC signed the Unison Ethical Care Charter and have strengthened requirements in the recent commissioning exercise for new providers on the council framework

Continued employee engagement and trade union consultation will take place to support current employees into new opportunities and discuss relevant re-skilling opportunities

**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                          |  |
| Date to complete your impact assessment                                |  |
| Lead person for your impact assessment<br>(Include name and job title) |  |

**5. Governance, ownership and approval**

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

| Name                            | Job title                       | Date     |
|---------------------------------|---------------------------------|----------|
| Cath Roff                       | Director, Adult Social Services | 18/05/16 |
| <b>Date screening completed</b> |                                 | 17/05/16 |

**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                              | 19/05/16   |
| For delegated decisions or significant operational decisions – sent to appropriate directorate | Date sent: |
| All other decisions – sent to the equality team  | Date sent: |