

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.

Directorate: Resources and Housing	Service area: Human Resources
Lead person: Graham Sephton	Contact number: 0113 37 89343

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

The Council's Corporate Leadership Team have agreed a set of priorities around inclusion and the Leeds City Council workforce for 2017/18. Progress updates are tracked and reported as part of the existing Annual Equality Progress Reporting

A refresh of our Inclusion and Diversity training is one of the top priorities. It has been highlighted in external assessments (such as Stonewall) and as a need by our staff networks. There is a lot of activity and pockets of excellent practice across the organisation, but we need a more coherent strategy and offer in place.

Clear expectations for all employees are required, across all roles and services in the Council.

The refreshed training offer will be in place in Spring 2018.

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?	yes	
Where you have made consideration does this relate to the range of equality characteristics	yes	
Have you considered positive and negative impacts for different equality characteristics	yes	
Have you considered any potential barriers for different groups	yes	
Have you used equality information and consultation where appropriate to develop your proposals	yes	
Is there a clear plan of how equality areas identified for improvement will be addressed	yes	

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).

As one of the largest employers in the City, the council is working hard to create a work place culture that is truly inclusive. We have a legal duty to eliminate any forms of discrimination, harassment and victimisation. There are real business benefits to be gained from being inclusive, not just in terms of unlocking and maximising our own talent, but also through increased customer trust and confidence and improved service delivery and outcomes.

We are working closely with our 6 staff networks which are: Black, Asian and Minority Ethnic Network; Early Careers Network; Disabled Staff Network (including Healthy Minds Group); Lesbian, Gay, Bisexual and Trans Network; Women's Network; Carers Network. Increasingly, our staff networks are working in collaboration with the Equality Hubs in the city, working on the shared issues that both council and community networks face. The training review will be by the feedback, ideas and experience from both.

The issues faces by our lower paid workers will be considered as part of the review, particular in terms of opportunities for progression. We are actively engaging all services in the review, and are especially keen to hear and address the needs and issues in front line services, who can experience difficulties in accessing training.

We are using customer compliment and complaint feedback to inform our plans.

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).

Our aim is to raise awareness and build skills across our entire workforce, so that the council is more inclusive, and the service we offer is too. A refresh of the Council's current inclusion and diversity training will take place. It is one in a range of actions we are taking, and will be built around the following principles.

- Set clearer expectations for all colleagues, and introduce a report to track inclusion

training as part of the Annual Equality reporting timetable

- Build a larger network of ‘experts by experience’ from our Equality Hubs and community and third sector organisations who are willing to work with us to offer challenge and support to our teams.
- Use on the job opportunities wherever possible, and offer a wide range of self help tool and resources that individuals and teams can use
- Offer more coaching and mentoring to aid progression, especially for underrepresented groups
- Build the capacity within staff networks so that they can offer more training, advice and support across the organisation
- Give allies and champions a more visible role – to lead and influence a positive change on a wider stage

All equality characteristics will be considered, and consultation with our Staff Networks, Equality Hubs and wider employee base will continue. In addition, we will work with services to review the quality and value of all existing Inclusion training currently on offer.

We will also work with QA, our preferred learning provider, to improve the quality and relevance of what they offer and ensure inclusion is as a key thread running throughout all training – e.g. manager training, customer service training

A full impact assessment is recommended to run concurrently with the training review work.

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:	December 2017
Date to complete your impact assessment	January 2018
Lead person for your impact assessment (Include name and job title)	Graham Sephton

5. Governance, ownership and approval

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

Name	Job title	Date
Neil Evans	Director – Resources and Housing	
Date screening completed		23 November 2017

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 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:30/11/2017
For delegated decisions or significant operational decisions – sent to appropriate directorate	Date sent:
All other decisions – sent to the equality team	Date sent: