

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.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Communities & Environments	Service area: Environments
Lead person:	Contact number:

1. Title:
Is this a:
<input type="checkbox"/> Strategy / Policy <input type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Please provide a brief description of what you are screening
The decision to introduce the role of 'Crew Chargehand' role within the Waste service.

<p>3. Relevance to equality, diversity, cohesion and integration</p> <p>All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.</p> <p>The following questions will help you to identify how relevant your proposals are.</p> <p>When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment,</p>

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residential location or family background and education or skills levels).		
Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	X	
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	X	
Could the proposal affect our workforce or employment practices?	X	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		x

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have 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 proposal to create the role of Crew Chargehand role arises from a joint Management and Trade Union review of Refuse Operations. Throughout consultation with Trade Unions fairness and equality issues have been considered.

Scope of the proposal - Immediate impact is on the current Refuse Drivers.

Equality related information / gaps in information – Equality information about this group of staff has been considered, which includes the protected characteristics of this group. (See key findings)

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Consultation and engagement – As outlined in the DDR relating to this decision, extensive negotiation, Consultation and Engagement sessions has been held with the Trade Union (TU) Convenors and Stewards in progressing the creation of the Crew Chargehand role implementation phase.

At the formal 3 month progress meeting with the TUs, held on 14th May, there was unanimous agreement of the Project Board's Progress Report, including a number of key actions/ways forward for each of the review objectives.

The Crew Chargehand job description has been evaluated under the National Job Evaluation scheme. The process for filling the roles has been discussed and agreed with Trade Unions. It has also been agreed that should drivers choose not to move into the role, they may remain in their present role of Driver.

- **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)

Impact on equality characteristics - The makeup of the directly affected workforce is predominantly male. The proposals are open to the whole cohort and therefore shouldn't impact their protected characteristics.

There are a variety of different posts across the council at the level of C1 and below. These represent a variety of different roles with different responsibilities and requiring different skills.

The creation of this post is necessary to improve the efficiency and effectiveness of the service as recommended in the outcomes of the joint review. The role has been properly evaluated under the National Job Evaluation scheme as agreed with Trade Unions.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

No specific actions, other than to be clear about the reasons why this post is attracting a higher grade. Any communications will be clear about the additional duties being undertaken, the reason for the change and the benefits to providing and efficient and effective service.

The recruitment process will be inclusive, as agreed with Trade Unions.

5. If you are **not already considering the impact on equality, diversity, cohesion and**

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integration you will 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 (Include name and job title)	

6. Governance, ownership and approval Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
James Rogers	Director Communities and Environments	27 th June 2019

7. Publishing This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published. If this screening 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 screening's should be sent to equalityteam@leeds.gov.uk . For record keeping purposes it will be kept on file (but not published).	
Date screening completed	27 th June 2019
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	