

## 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: Resources and Housing</b>	<b>Service area: Sustainable Energy and Air Quality</b>
<b>Lead person: Polly Cook</b>	<b>Contact number:</b>

<b>1. Please provide a brief description of the organisational change arrangements that you are screening</b>
Three posts are being created on the structure to strengthen leadership capacity within the team, there are x2 45% JNC posts and one PO4 post.

<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	X	

range of equality characteristics		
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**.

<p><b>3. Considering the impact on equality, diversity, cohesion and integration</b></p>
<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>Job roles are being created within the team to support the work surrounding Full Council's Climate Emergency declaration in March 2019. Internally within the SEAQ structure, due to it being a small number disclosing information could potentially identify staff within the team. The opportunity however allows for career development of those currently within the team, but these will also be advertised to the wider council. This aids the Chief Officer in workforce planning in terms of developing their staff.</p> <p>There is also the external nature of the work, considering how not having appropriate staffing resource could potentially impact on the implementation and consultation of strategies and approaches within the city to reduce our carbon footprint. This is further supported by the feedback from the SEAQ staff engagement survey in 2019, which indicated staff were saying there were high levels of workload and burnout. The proposals to increase leadership capacity is to make sure the team is adequately supported to deliver the work and that their wellbeing at work is properly supported.</p>
<p><b>Key findings</b>  (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).</p>

All roles will be to some extent externally facing, whether strategically or operationally. This can include city consultations on how different proposals put forward by the council to tackle the Climate Emergency will affect different parts of the community within the city.

In addition to this the creation of these posts should help staff decrease the feeling of burnout as the leadership arrangements to support them will be in place.

**Actions**

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

**By leading strategically and operationally, the roles will contribute to the reduction of our carbon emissions and listening to views from different community groups through public consultation to inform strategy and approach.**

**Two of the roles will be advertised council wide for others to apply, this will demonstrate a fair and transparent process in line with the council values.**

**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
Polly Cook	Chief Officer, Sustainable Energy and Air Quality	05/11/2019
<b>Date screening completed</b> 05/11/2019		

**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:

DRAFT