

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/has already been considered, and therefore
- whether or not it is necessary to carry out an impact assessment.

Directorate: Adults and Health	Service area: Specialist Services
Lead person: Max Naismith	Contact number: 07968 747507

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

Establishment of six new posts in the Learning Disability Service over a 3 year period to enhance the current service offer specifically in relation to individuals who are fully funded by Continuing Health Care.

These posts will be funded by Leeds Clinical Commissioning Group who will transfer the funding to the City Council on a recurrent basis.

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 appropriate to develop your proposals	X	
Is there a clear plan of how equality areas identified for improvement will be addressed	X	

If you have 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 have answered **yes** to the questions above and;

- Believe you have 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 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)

We have taken into account:

- The staffing needed in terms of meeting the needs of people with a learning disability who are fully CHC funded including:

Role and responsibilities

Recruitment and selection process

- In terms of budgetary conditions this proposal is cost neutral to the City Council as the Clinical Commissioning Group will transfer the funds on a recurrent basis.

- **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)

LCC recruitment and selection processes will be used, these incorporate equality and diversity considerations. Terms and Conditions will be in line with council policy and practice.

All relevant policy and practice from the current service provision will be adopted. Any changes that are required for new policies and practice that is needed will integrate equality considerations.

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

- Ensure all LCC employment policy and practices are implemented to ensure fair and equal opportunities to either: transfer to the new service; apply to any new posts created; access other opportunities such as moving to other roles within the council
- Communicate/market changes to the service provision to ensure existing and potential new service users are reassured about the care and support they will be provided with
- Establish a programme of policy and practice review/refresh/new development that incorporates equality consideration
- Consider mechanisms for engaging with existing and potential customers to contribute to policy/practice
- Ensure legal requirements for monitoring the service are undertaken and consider introducing appropriate equality monitoring that can be used to both inform local service provision and raise any emerging issues/concerns to the Department of Health and Social Care.

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

5. Governance, ownership and approval

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

Name	Job title	Date
Max Naismith	Head of Service	26 th November 2019
Date screening completed		

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:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: