

**Equality, Diversity, Cohesion and Integration Screening**



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

<b>Directorate:</b> Communities and Environment	<b>Service area:</b> Waste Management
<b>Lead person:</b> Darren Dobson	<b>Contact number:</b> 07891 270 396

**1. Title:** Design & Cost (DCR) seeking approval of Authority to Spend to allow the development of the new operational depot to include headquarters for Waste Management (inc City Refuse Service)

Is this a:

**Strategy / Policy**
                 
  **Service / Function**
                 
  **Other**

**If other, please specify**

**2. Please provide a brief description of what you are screening**

The screening assessment has taken place on the new office and depot facilities that are to be constructed on Newmarket Approach. The facilities once completed will provide accommodation for Environmental Services as well as offering other directorates office accommodation within the locality. The project is to provide, sufficient depot capacity to allow the waste collection operations to co-locate to a single site. In addition to the office accommodation the project will also allow the safe use and storage of the core fleet of vehicles.

The new office accommodation shall consist of an open plan office space for over 100 staff on one floor, including a small kitchenette area for refreshments. Gender neutral toilets shall be located on all floors to ensure suitability of use. The building will include suitable meeting / collaboration spaces over the three floors to allow innovative flexible working. The ground floor will include the main key storage for the fleet, storage, dining / café area, toilets, changing /

drying rooms, showers, first aid, lockers, workshop and stores as well as plant spaces. A well-being / fitness space is being provided that is accessible to all staff to help improve health and fitness of operatives to reduce work related absence due to heavy physical work. The facility is fully accessible and has a fire evacuation lift that will ensure all staff regardless of ability can safely use all aspects of the building. A contemplation space has been included with the development in line with corporate requirements.

The external areas shall include a staff car park with electric vehicle charging, diesel fuelling station for fleet vehicles. In addition to the fuelling station there shall be a drive vehicle wash that is fully automated, EV Charging for team leader vans and parking for 90 RCVs including 20 electric RCV's. Storage for cycles is provided under cover with showers and lockers for staff to use and promote sustainable travel modes. Safe pedestrian walkways to be provided throughout the site with barrier protection. Full site wide CCTV is to be installed, as will automated gates and an ANPR controlled barrier. Secure by design perimeter fence to be included to the site

The landscape shall include appropriate boundary treatment, fruit trees, small raised growing area and suitable green spaces with trees and wildflowers to promote biodiversity within the development and provide suitable outdoor seating and social area

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

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"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>	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 facility will significantly improve the cohesion within the service and foster integration by bringing the whole service under one roof. The facilities have been designed to exceed the latest building codes and will be fully accessible to all staff regardless of ability. The building is equipped with automated internal doors that are wide to allow easy wheelchair access and accessible toilets are provided on each floor. There is a changing places space on the ground floor to provide fully accessible shower and changing space for staff.

Consultation has taken place with LCC access Officers, staff and management within Waste Management and LCC and with the relevant unions and staff groups to ensure that the facility meets the needs of all users. Further consultation will take place during construction to finalise IT and furniture requirements and make any specific adaptations that may be necessary.

The facility will allow the service the ability to meet the needs of staff who require contemplation or prayer space during the working day, which it currently is not able to provide. The development will also provide staff the ability to access on site physiotherapy or health and fitness sessions to improve wellbeing and physical health.

• **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)

From the equality impact screening it was found that these proposals would have a positive effect on each of the categories listed below;

- Gender
- Religion
- Ethnicity
- Disability
- Sexual orientation

The facility will provide a safe comfortable work environment that is light and open and welcoming to all.

The facility has been designed with full gender neutral facilities throughout including changing, showers and toilet facilities. Great care has been taken to break down barriers between the operatives and office staff within Waste Management to foster a one team culture whereby all spaces are accessible to the whole workforce. The new building is fully accessible and will include height adjustable furniture and facilities in line with the CTW outcomes.

As noted above the new office accommodation includes a contemplation space / prayer room which will allow the service to meet the diverse religious needs of all its staff and other users of the building.

East Leeds is an area of high deprivation with a significant number of low paid members to the community. The new development provides the council with flexible dual use areas that have been identified as an ideal venue to deliver training and new employment opportunities to allow local residents. LCC Employment and Skills Team have actively been involved in the design to ensure that further community benefits are realised.

This proposal supports the Best Council plan, Health and Wellbeing Strategy and Inclusive Growth Strategies.

- **Actions**

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

Waste Management have developed a service that allows open, honest dialogue and this has influenced the design as it has developed. Staff have been included in design workshops, scheme reviews and proposals have been presented to staff on key notice boards within the workplace together with feedback forms that were anonymised to safeguard the workforce and remove the feeling of blame.

During the consultation process, all views and responses have been considered equally. Once approved, further consultation will take place with staff to ensure that the finer details of the development help promote the positive impact to the team. The plans will be shared with stakeholders and advisors to provide transparency. Through the design process, the new site would be fully compliant with the Equality Act 2010 and BS8300. This would ensure that the building is accessible to all users, staff and visitors.

**5. 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)	

**6. Governance, ownership and approval**

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

Name	Job title	Date
John Woolmer	Chief Officer (Acting)	06/11/2020
<b>Date screening completed</b>		

**7. 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 <b>Governance Services</b>	Date sent: 06/11/2020
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: