

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.

Directorate: Resources and Housing	Service area: Leeds Building Services (LBS)
Lead person: Craig Simpson	Contact number: 0113 3785416

1. Title: TUPE of employees and capital funding injection to deliver responsive repairs, voids and cyclical housing services in the South of the city by LBS.

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

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

On 1st July 2021, LBS will become responsible for housing’s responsive repairs, voids and cyclical maintenance services in the South of the city. Services are currently delivered by the external contractor, Mears Limited. This is a screening based on the request to approve the creation of up to 100 permanent posts on the LBS staff structure to accommodate the transfer of employees from Mears Limited to Leeds City Council in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). This information is not finalised until the point of transfer therefore contingency has been included within the reports to allow for any unknowns.

This screening is also based on the request to approve capital borrowing of up to £1.728, including the authority to procure and spend up to this amount for the purchase of vehicles and capital equipment required to support the growth of LBS and the expansion of services into the South.

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">• 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)

TUPE considerations

In accordance with TUPE regulations, all Mears staff who are eligible and in-scope will transfer to LBS as LCC employees on 1st July 2021. While this may affect up to 100 staff, no single group will be disproportionately affected by the changes.

LBS has a duty to inform appropriate representatives of the affected employees of the transfer and must consult on any proposed 'measures'- including potential changes to existing work practices such as pay dates, benefits, job descriptions and hours of work etc. There is no set timetable for consultation, but it must be in "good time" before the transfer. A TUPE process plan has been developed with HR which aims to ensure that LCC fully complies with TUPE regulations. The majority of this workstream will begin in early 2021 when formal consultations with employees and Trade Unions will commence.

The business will also engage and consult the existing LBS employees on proposals that could affect workforce and employment practices. In terms of integration and cohesion among all new and existing staff, the business will consider the approach to discrepancies among its workforce in regards to terms and conditions. It will consider any standardisation of working practices which will form part of formal consultations. While TUPE could affect existing LBS workforce and employment practices, it will not disproportionately affect any single group.

Capital funding borrowing, procurement and spend

This is a financial decision that has no equality, diversity, cohesion or integration impact.

- **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)

TUPE findings

There is limited information regarding the make-up of employees named on the TUPE list except for age and sex. In terms of age, the current Mears workforce is slightly younger than LBS with 33% aged 51+ compared to 39% of the existing LBS workforce. 44% of staff named on the Mears TUPE list are under the age of 40.

The age range of Mears employees is 19–63 meaning employees will transfer with a mix of experience, knowledge and skills. There is cross learning and development potential for new and existing staff which will benefit the business and help to foster strong relationships between colleagues.

The LBS Business Plan 2018 – 2023 states that females make up 26% of the total LBS workforce, however only 8% of TUPE employees are female. In terms of inclusion, it is hoped that there will be a positive effect both on new female and male staff moving into a more diverse service. The business is proud that it has one of the highest number of female apprenticeships in Leeds; however it recognises the need to diversify the profile of staff even further, and is committed to employing more females in traditional male roles across the business as a whole.

Capital funding borrowing, procurement and spend

This is a financial decision with no impact on equality characteristics or relationships.

• **Actions**

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

LBS to facilitate the transfer of knowledge through staff events, and formal and informal training with new and existing employees to bring about improved working practices and strong relationships.

Consultations with affected employees, existing LBS staff and Trade Unions to take place starting in early 2021. Consultations to include discussions on any proposed measures and to comply with TUPE regulations.

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
Craig Simpson	Head of LBS	26 Oct 2020
Date screening completed		
23 October 2020		

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 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: