

Equality, diversity, cohesion and integration impact assessment - 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. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Resources	Service area: SEAQ
Lead person: Polly Cook	Contact number:
Date of the equality, diversity, cohesion and integration impact assessment: 10/06/21	

2. Members of the assessment team:		
Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Polly Cook	LCC	Chief Officer
Nick Simpkins	LCC	Senior HR Adviser

3. Summary of the organisational change arrangements to be assessed:
<p>This proposal is focused on creating three new posts for the Sustainable Energy and Air Quality team at a cost of £138, 850 per annum. These posts will be funded by additional grant funding that has been secured by the team in 2021/22.</p> <p>It is anticipated that additional grant funding will be made available on an on-going basis, given the government's commitment to net zero.</p>

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4. Scope of the equality, diversity, cohesion and integration impact assessment	
Organisational change (please tick all appropriate boxes that apply below)	
Restructuring and assimilation	<input type="checkbox"/>
Reorganisation and job redesign	<input type="checkbox"/>
Flexible deployment	<input type="checkbox"/>
Early leavers initiative	<input type="checkbox"/>
Cessation of a service	<input type="checkbox"/>
Downsizing of a service	<input type="checkbox"/>
Switching	<input type="checkbox"/>
Recruitment	<input checked="" type="checkbox"/>
Equal pay considerations	<input type="checkbox"/>
Job evaluation	<input type="checkbox"/>
Any other organisational change arrangements	<input type="checkbox"/>
Please provide detail:	

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4a. Do your proposals relate to: please tick the appropriate box below	
The whole service	<input type="checkbox"/>
A specific part of the service	<input checked="" type="checkbox"/>
More than one service	<input type="checkbox"/>
Please provide detail: Relevant to parts of the service working on the net zero agenda	

4b. Do your proposals relate to: please tick the appropriate box below	
Employment considerations only	<input type="checkbox"/>
Employment considerations and impact on service delivery	<input checked="" type="checkbox"/>
Please provide detail: Improved impact anticipated relating to delivery of net zero outcomes	

<p>5. Fact finding – what do we already know Make a note here of all information you'll be using to carry out this assessment. This could include previous consultation, involvement, research, results from perception surveys, equality monitoring and customer or staff feedback.</p> <p>(priority should be given to equality, diversity, cohesion and integration related information)</p>

The diversity profile of the service is:

Male 68% Female 32%

BAME 8%

Disabled 5%

LGBT 2%

Carer: 5%

SEAQ is a relatively small service and in comparison to the Resources Directorate as a whole we employ relatively higher levels of male staff, lower than the mean average of BAME staff, and carers and disabled are at average levels.

Are there any gaps in equality and diversity information
Please provide detail:

Action required:

Seek to improve representation of colleagues with protected characteristics

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes

No

Please provide detail:

N/A

Action required:

7. Who may be affected by this activity?

please tick all relevant and significant equality characteristics, stakeholders and barriers that

apply to your strategy, policy, service or function

Equality characteristics

- | | | |
|---|---|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Carers | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Gender reassignment | <input type="checkbox"/> Race | <input type="checkbox"/> Religion or belief |
| <input type="checkbox"/> Sex (male or female) | <input type="checkbox"/> Sexual orientation | |
| <input type="checkbox"/> Other | | |

(for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)

Please specify:

Stakeholders

- | | | |
|---|---|--|
| <input type="checkbox"/> Services users | <input checked="" type="checkbox"/> Employees | <input checked="" type="checkbox"/> Trade Unions |
| <input type="checkbox"/> Partners | <input type="checkbox"/> Members | <input type="checkbox"/> Suppliers |
| <input type="checkbox"/> Other please specify | | |

Potential barriers

- | | |
|---|--|
| <input type="checkbox"/> Built environment | <input type="checkbox"/> Location of premises and services |
| <input type="checkbox"/> Information and communication | <input type="checkbox"/> Customer care |
| <input type="checkbox"/> Timing | <input type="checkbox"/> Stereotypes and assumptions |
| <input type="checkbox"/> Cost | <input type="checkbox"/> Consultation and involvement |
| <input type="checkbox"/> Specific barriers to the organisational change proposals | |

Please specify

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8. Positive and negative impact

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

Increase to the headcount within the SEAQ Team; potential use of Talent pool colleagues. Potential opportunity to improve the diversity profile of the service.

Action required:

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8b. Negative impact:

None

Action required:

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9. Will this activity promote strong and positive relationships between the groups or communities identified?

Yes

No

Please provide detail:

Action required:

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10. Does this activity bring groups or communities into increased contact with each other (for example in schools, neighbourhood or the workplace)?

Yes

No

Please provide detail:

Action required:

11. Could this activity be perceived as benefiting one group at the expense of another?

Yes

No

Please provide detail:

Action required:

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
Recruitment	As soon as possible	Successful appointments	Polly Cook

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job title	Date

14. Monitoring progress for equality, diversity, cohesion and integration actions
(please tick)

- As part of service planning performance monitoring
- As part of project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other (please specify)

15. Publishing

If this equality, diversity, cohesion and integration impact assessment 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** equality and diversity, cohesion and integration impact assessment's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date impact assessment completed	
If relates to a key decision – date sent to corporate governance	
Any other decision – date sent to equality team	