

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: Communities, Housing and Environment	Service area: Housing Leeds
Lead person: Nahim Ruhi-Khan, Head of Service	Contact number: 0113 378 1346
Date of the equality, diversity, cohesion and integration impact assessment: 21/10/21	

2. Members of the assessment team:		
Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Nahim Ruhi-Khan	Strategy & Investment	Head of Service

3. Summary of the organisational change arrangements to be assessed:
The creation of ten new 15 month Fixed Term contract posts for the Strategy and Investment team to support the delivery of projects that contribute to the council's equipment to tackle the climate emergency agenda.

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 checked="" 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"/>
<p>Please provide detail:</p> <p>A small staffing structure change to create ten additional positions to support the delivery of projects that contribute to the council's equipment to tackle the climate emergency agenda.</p>	

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: They affect Strategy and Investment within the Communities, Housing and Environment Directorate	

4b. Do your proposals relate to: please tick the appropriate box below	
Employment considerations only	<input checked="" type="checkbox"/>
Employment considerations and impact on service delivery	<input type="checkbox"/>
Please provide detail: The changes affect the staffing structures involved in service delivery. Significant changes in service offer are not planned as part of the change.	

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. (priority should be given to equality, diversity, cohesion and integration related information)
Comprehensive data in relation to the current workforce profile has been extracted from the HR system (SAP) and analysed across the full range of protected characteristics including, age, disability, gender, ethnicity, religion and sexual orientation. For the 1,043 Housing staff the key indicators are as follows: Female 58% Male 42%; BAME 18%; Disabled 7.5%; Carer 13%; Bisexual 0.86; Gay Men 1.2%; Gay women 1.15%; Gender not the same as assigned at birth 0.09%. Religion: Buddhist 0.29%; Christian 36.82%; Hindu 0.48%; Jewish 0.19%; Muslim 4.51%; No religion 30%.

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

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide detail: Trade Unions	
Action required: Appropriate consultation	

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 checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Carers
<input type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Sex (male or female)	<input checked="" type="checkbox"/> Sexual orientation
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Religion or belief
(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 <div style="height: 40px; border: 1px solid black;"></div>		

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:
The change is intended to have a positive impact on equality characteristics, as the posts will be promoted to encourage applications from under represented groups particularly BAME and disabled people.
Action required:
The service will work with BSC to ensure that the posts are promoted via media which will attract applicants from the under represented groups.

8b. Negative impact:
None
Action required:
None

9. Will this activity promote strong and positive relationships between the groups or communities identified?
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> Yes </div> <div style="text-align: center;"> <input type="checkbox"/> No </div> </div> <p>Please provide detail: N/A</p>
Action required:

10. Does this activity bring groups or communities into increased contact with each other (for example in schools, neighbourhood or the workplace)?
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> Yes </div> <div style="text-align: center;"> <input type="checkbox"/> No </div> </div> <p>Please provide detail: N/A</p>
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 is undertaken in line with Council's recruitment procedures	On going	Appointment in line with recruitment policy	Head of Strategy & Investment

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
Gerard Tinsdale	Acting Chief Officer Housing	21/10/21

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) – via 121s

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	21/10/21
If relates to a key decision – date sent to corporate governance	
Any other decision – date sent to equality team	