

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: City Development	Service area: Asset Management
Lead person: Mark Mills	Contact number: 0113 3787718

1. Title: Estate Management Strategy and Delivery

Is this a:

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

If other, please specify

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

Production and delivery of an Estate Management Strategy to ensure that the Council has a fit for purpose property portfolio to support the delivery of the ambitions and priorities set out in the Best Council Plan.

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)

The Estate Management Strategy will provide a strategic context for the Council's estate for the coming years and individual proposed changes to the estate including operational buildings will emerge during the implementation phase. Equality, diversity, cohesion and integration will be fully considered when exploring any potential asset changes working closely with Directorates, Services and Staff, including staff networks, as part of the wider 'Changing the Workplace' programme to ensure that the proposals do not have a negative impact on any particular group and will seek to better the current position. The Changing the Workplace Programme is formed of three key workstreams: People; Place; and Process and involving Human Resources, Digital and Information Services, and Strategic Asset Management.

• **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)

Subject to the services provided from each building and needs of staff working from each site, the way in which any changes impact on different groups will vary. This will be fully considered working with services and staff during the preparation of individual proposals to implement any estate changes.

Particular consideration will need to be given to:

- Ensuring all staff can access the buildings
- Ensuring that provisions are in place that all staff can work to Changing the Workplace principles
- Ensuring accessible toilet facilities are available and that everybody can access toilet facilities, regardless of their gender identification
- Ensure that opportunities for quiet contemplation or appropriate religious activities are provided
- Ensuring ICT solutions are in place to allow people to be able to work flexibly
- Ensuring furniture solutions are available that allow all staff to work to the

Changing the Workplace principles.

- **Actions**

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

At the heart of the Estate Management Strategy is a drive to facilitate service transformation. The Changing the Workplace programme has already established clear standards around the provision of facilities within our city centre office base and the intention will be to provide similar and appropriate facilities across our wider estate as the our estate is changed and modernised.

In particular, building accessibility was addressed during phase 1 of the programme. For example, a new entrance was created at St George House removing the steps and allowing all users to enter through the same doorway. Workspaces are designed to allow wheelchair users maximum access throughout the buildings. For example, meeting rooms include space for a wheelchair user to be able to enter a manoeuvre easily.

Accessible toilets are provided in each Changing the Workplace building. Already in phase 2 an improvement has been made within Merrion House to provide a hoist enabled toilet within the staff area of the building to provide staff with facilities that they don't have to share with members of the public. Merrion House has been designed with male, female and non-gender assigned toilets on each floor. Staff in other buildings can choose to use either male or female designated toilets.

Quiet contemplation rooms have been provided where refurbishment schemes are delivered, allowing space for staff well-being as well as praying.

Each desk within the Changing the workplace environment includes a large screen monitor to meet the vision needs of most staff. In areas where services require larger or dual screen monitors, these are provided. In circumstances where individuals require non-standard equipment then this is provided.

Height adjustable desks are provided on each bank of desks, which allows staff who need to be able to adjust desk height to be able to choose where they work. The standard chairs provided in Changing the Workplace workspaces are multi adjustable and meet suitability requirements for a wide range of conditions. In circumstances where standard chairs are not suitable, staff are provided with furniture that meets their individual requirements.

As part of future estate changes, other forms of work areas will be explored such as the creation of collaboration spaces. Where different furniture is proposed, it's appropriateness will be considered and the ability for all staff to utilise spaces in a flexible and adaptable way.

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
Mark Mills	Head of Asset Management	8 th November 2019
Date screening completed		8 th November 2019

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: