

Equality, diversity, cohesion and integration screening – 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.

Equality and diversity will always have relevancy to organisational changes which impact on a diverse workforce. If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration then you have already carried out an impact assessment.

A **screening** process is a short, sharp exercise, which completed at the earliest opportunity will help to determine:

- whether or not equality, diversity, cohesion and integration is being or has already been considered, and therefore
- whether or not it is necessary to carry out an impact assessment.

Directorate: Communities, Housing & Environment	Service area: Housing Leeds – Older People’s Service, Extra Care
Lead person: Juliet Duke	Contact number: 0113 5350680

1. Please provide a brief description of the organisational change arrangements that you are screening

Housing Leeds currently manages Wharfedale View and Cardinal Court Extra Care schemes for people over 55, with an assessed care need, managed within the Older People’s Service by a specialist Extra Care team.

The Leeds vision for extra care housing is to work with partner organisations to construct more than 1000 units of extra care housing by 2028 to meet the growing demand for this accommodation type and population forecasts. The council is currently constructing a 60 unit scheme plus 12 bungalows which will open in summer 2023.

The current staffing structure of the Extra Care team comprises of 1 x PO6 Service Manager, 1 x PO4 Housing Manager, 1 x SO2 Team Leader, 1.5 x C3 Housing Officers and 0.5 B3 Support Officer. In preparation for the additional 72 units, the Staffing Structure is being reviewed and additional posts created.

Proposals are for the following new posts in addition to those mentioned in the paragraph above:

- 1 x SO2 Team Leader
- 2 x C3 Housing Officers
- 1.5 x B3 Support Officers

Existing job descriptions are in place for all posts.

The posts will be filled via internal recruitment; the talent pool will be checked prior to the posts being advertised. This provides opportunities for staff within the council to develop their skills and experience. The posts will be permanent posts.

The posts will improve capacity within the Extra Care team to develop and deliver services that promote independence and support the health and well-being of older people that live in the properties. The new structure will ensure that those who need Extra Care or accessible bungalows are supported to apply through the Allocations process.

2. Consideration of equality, diversity, cohesion and integration checklist

Questions	Yes	No
Have you already considered equality and diversity within your current and future planning?	Yes	
Where you have made consideration does this relate to the range of equality characteristics	Yes	
Have you considered positive and negative impacts for different equality characteristics	Yes	
Have you considered any potential barriers for different groups	Yes	
Have you used equality information and consultation where appropriate to develop your proposals	Yes	
Is there a clear plan of how equality areas identified for improvement will be addressed	Yes	

If you've answered **no** to the questions above, there may be gaps in your equality and diversity considerations and you should complete an equality and diversity, cohesion and integration impact assessment (organisational change). Please go to **section 4**.

If you've answered **yes** to the questions above and believe you've already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 3**.

3. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate that you've 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.

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 Extra Care service the key indicators are as follows:

Female 66% Male 33%;
 BAME 0%;
 Disabled 33%;
 Carer 0%;
 Bisexual 0.0%;
 Gay Men 0%;
 Gay women 0%;
 Gender not the same as assigned at birth 0.0%.
 Religion: Buddhist 0%; Christian 66%; Hindu 0.0%; Jewish 0.0%; Muslim 0.0%; Other 0%,
 Sikh 0.0%, No religion 33%

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).

The proposal to create the above structure provides development and promotion opportunities for colleagues across the council and there are no negative impacts based on protected characteristics.

Actions

(think about how you'll promote positive impact and remove or reduce negative impact)

The LCC recruitment process ensures that equality and diversity is positively considered and there are no impacts based on protected characteristics.

4. If you're **not already considering the impact on equality, diversity, cohesion and integration **you'll need to carry out an impact assessment****

Date to scope and plan your impact assessment:	N/A
Date to complete your impact assessment	N/A
Lead person for your impact assessment (Include name and job title)	N/A

5. Governance, ownership and approval

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

Name	Job title	Date
Juliet Duke	Service Manager, Extra Care	15/12/22
Date screening completed		15/12/22

6. 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 the equality team	Date sent: