

## 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.

<b>Directorate:</b> <b>City Development</b>	<b>Service area:</b> <b>Highways and Transportation</b>
<b>Lead person:</b> <b>Andrew Hall</b>	<b>Contact number:</b> <b>0113 3787 589</b>

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

The 2015 WY+TF submission to Government included the West Yorkshire Integrated Urban Traffic Management Control (UTMC) project. At present, there are four Urban Traffic Control (UTC) teams which operate in West Yorkshire and they use various systems and technologies. Whilst the teams share resources where possible, the service levels and standards vary across boundaries.

To deliver on the vision above, it will be necessary to bring together the staff from the 3 other LA's into the proposed WYUTMC and which will be based and hosted by Leeds

## 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?	Y	
Where you have made consideration does this relate to the range of equality characteristics	Y	
Have you considered positive and negative impacts for different equality characteristics	Y	
Have you considered any potential barriers for different groups	Y	
Have you used equality information and consultation where appropriate to develop your proposals	Y	
Is there a clear plan of how equality areas identified for improvement will be addressed	Y	

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).

##### **Structural Change**

Whilst the project does include a management change there will be no impact on the LCC staff other than a possible change to line manager

The impact of any structural changes will be on the transferred staff – their individual issues will be identified through working with the HR managers in the other LA's and the LCC HR

##### **Geographical Change**

The site of the proposed UTMC base is based 5 miles west of the current base (15 minutes by car, 1 hour 10 mins by train)

Free parking is still on offer for those that travel by car however considerations will need to be given to those who will commute via public transport as the possible extended journey time will/may have an impact on anyone with mobility issues or caring commitments

The authority offers flexible working to ease these situations however this will be around the service needs first

Consultation and information gathering is to commence from November onwards.

Regular updates will be provided to the stakeholders involved

Individual interviews will be held with staff in all LA's and provided to the LCC HR Manager

#### **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).

##### Positive

Faith: The building has prayer room to meet faith needs

DDA: The building is fully compliant to the required standards with 2 disabled parking bays  
For those with any health issues that may be impacted on by the layout and lighting in the building will be identified as the project progresses and a Supporting Colleagues at Work form will be completed

General: the vision and delivery of a "centre of excellence" will mean higher standards of development and learning to meet this goal

##### Negative

DDA: Possible change to commute - initial familiarisation for bus routes, parking and access to building will need to take place  
 Carers: Changes to travel pattern and journey will have an impact on caring commitment and time at home.

**Actions**

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

- Proceed to Equality Impact Assessment
- Meetings with Leeds staff to take place in November to establish any specific and equality needs
- HR and line managers in other LAs will be requested to undertake a similar exercise using the SCAW form to ensure we have captured all issues relating DSE, faith, wellbeing and within the other protected characteristic requirements

**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:	12/11/18
Date to complete your impact assessment	TBC
Lead person for your impact assessment (Include name and job title)	Claire Hyde/Fiona Jones

**5. Governance, ownership and approval**

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

Name	Job title	Date
Andrew Hall	Head of service	19/09/18
<b>Date screening completed 13/09/18</b>		

## 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](mailto: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: