

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/has already been considered, and therefore
- whether or not it is necessary to carry out an impact assessment.

Directorate: Resources	Service area: Human Resources
Lead person: Jacqui Green	Contact number: 0113 2243644

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

The revised offer to the Trade Unions (Offer 2) is an improved offer. Specifically it includes the Councils commitment to a more proactive approach to redeployment and flexible deployment, including: Workforce Planning; Flexible Deployment Opportunities; ELI; Redeployment; Placements and Volunteering. Additionally, changes to the Councils Managing Workforce Change Policy and the Councils Pay Protection arrangements are improved from Offer 1 thereby reducing any adverse impact(s) that were identified under Offer 1. A second Early Leavers Initiative scheme will be offered from 1 July 2011.

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 have 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 have answered **yes** to the questions above and;

- Believe you have 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 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)

Yes consideration was given as part of EIA. This was undertaken in January and revisited and refreshed in February 2011. Further consideration was given by nominated trade unions representatives in June 2011.

- **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 changes made to the proposal as part of Offer 2 provides for a longer supernumerary period and a longer pay protection period. These changes mean that any

adverse impact(s) identified in January and February are reduced as part of Offer 2.

- **Actions**

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

Actions will form part of the consultation process with the recognised Trade Union representatives.

4. 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:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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5. Governance, ownership and approval

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

Name	Job title	Date
Jane Stageman	Head of HR	18 April 2011

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

Date screening completed	17 April 2011, refreshed in June 2011
Date sent to Equality Team	22 April 2011
Date published	30 th June 2011