

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.

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| Directorate: Resources | Service area: Electoral Services |
| Lead person: John Mulcahy | Contact number: 0113 3951877 |

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

The proposed changes to the staffing structure within Electoral Services due the retirement of the Electoral Services Manager and his Deputy, and expected increased workload due to implementation of new areas of work required by legislation. Recruitment to the new posts will be in accordance with the council's managing workforce change and recruitment procedures, with the appropriate ring-fencing and slotting in arrangements being made for existing staff. The staff and trade unions have been fully consulted on the proposals.

| 2. Consideration of equality, diversity, cohesion and integration checklist | | |
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| Questions | Yes | No |
| Have you already considered equality and diversity within your current and future planning | √ | |
| Where you have made consideration does this relate to the range of equality characteristics | √ | |
| Have you considered positive and negative impacts for different equality characteristics | √ | |
| Have you considered any potential barriers for different groups | √ | |
| Have you used equality information and consultation where appropriate to develop your proposals | √ | |
| Is there a clear plan of how equality areas identified for improvement will be addressed | √ | |

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)

There are no equality, diversity cohesion or integration issues for the current workforce as the proposals follow the council's managing workforce change policy and appropriate ring-fencing / slotting-in arrangements have been made.

- **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)

There is a good representation of men, women and disabled staff in the current workforce. However, the service is currently under-represented in other minority ethnic areas.

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

The service would particularly welcome applications from minority ethnic areas during any internal/external recruitment exercise.

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

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| 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 |
|--------------|------------------------------------|------------------|
| John Mulcahy | Head of Licensing and Registration | 20 December 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

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| Date screening completed | 20 December 2011 |
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| Date sent to Equality Team | 20 December 2011 |
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| Date published | 22 December 2011 |
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