

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: Business support centre
Lead person: Gaynor Kelly	Contact number: 39 52397

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

The project will look at how we currently deliver payroll and HR admin services to LCC directorates; ALMO's other third parties and schools/colleges. The aim is to streamline processes by looking at functional working to reduce duplication of effort; reduce handling times and provide a more flexible service.

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

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)

The impact on the workforce will be that people will be doing the same job but are likely to be working with different people and possibly in a different part of the building. The impacts that have been considered are regarding whether this would create any issues regarding access for disabled staff to either work locations or equipment etc. There are currently no disabled staff working in the areas where the organisational change will take place. There are no staff moves planned other than as an outcome of this project; however each stage of the project will review the current staff position to ensure that there have not been any changes that may require a new impact assessment.

Access to services will remain unchanged for customers. Access will be available via telephone; email and face to face at the ground floor reception. Lifts are available to 1st; 2nd and 3rd floors for staff and customer use. Meeting rooms are also available on the ground floor.

- **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)

An important part of the project will be the communication and engagement with staff. Staff will be asked to get involved in meetings and workshops to help form outcomes of process reviews and will be consulted on staff moves.

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

A communication plan is being drawn up to include staff updates and communications to customers to keep people informed of progress and invite feedback/contributions from both staff and customers.

Workshops will be held to involve both staff and customers in the change and their involvement will directly affect the outcomes of the project.

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:	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 has approved the actions and outcomes of the screening

Name	Job title	Date
Suzanne Hopes	Head of Customer Services (BSC)	30.01.12

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	30 th January 2012
Date sent to Equality Team	6 th February 2012
Date published	6 th February 2012