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EXECUTIVE BOARD

16TH JULY 2014

SUPPLEMENTARY INFORMATION: AGENDA ITEMS 12 (PROPOSAL FOR CIVIC HALL ACCOMMODATION REVIEW) AND 13 (COMMUNITY CENTRE REVIEW & PRICING ARRANGEMENTS)

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To: Members of the Executive Board

Democratic Services

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Our Ref: A61/GWHG
Your Ref:

11th July 2014

Dear Councillor

**EXECUTIVE BOARD – WEDNESDAY 16TH JULY 2014 – SUPPLEMENTARY
INFORMATION**

With regard to the agenda papers for the above meeting, please find enclosed the following:

- An Equality, Diversity Cohesion & Integration Screening form in respect of agenda item 13 (Community Centre Review & Pricing Arrangements) which we have received from the directorate;
- Enlarged versions of the plans detailed at Appendices 1 and 2 to agenda item 12 (Proposal for Civic Hall Accommodation Review)

I would be very grateful if you could incorporate these documents into your agenda papers for the meeting.

Yours sincerely

Gerard Watson
Senior Governance Officer

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Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Citizens and Communities	Service area: Communities
Lead person: Martin Dean	Contact number:78931

1. Title: Community Centre review and pricing arrangements

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

2. Please provide a brief description of what you are screening

Executive Board report which recommends the following:-

- **To approve a full review of the Council's portfolio of community centres the benefits and costs to the local community.**
- **To consult elected members, centre users and the public on the future of the portfolio**
- **To approve the revised pricing policy set out in this report.**

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the policy or proposal?		x
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		x
Could the proposal affect our workforce or employment practices?		x
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		x

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. 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)

- **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)

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

EDCI Document: Item 13: Community Centre Review & Pricing Arrangements

5. 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:

Date to complete your impact assessment

Lead person for your impact assessment
(Include name and job title)

6. Governance, ownership and approval

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

Name

Job title

Date

Martin Dean

Head of service
(communities)

22 May 2014

7. 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.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date screening completed

22 May 2014

If relates to a Key Decision - **date sent to Corporate Governance**

11 June 2014

Any other decision – **date sent to Equality Team (equalityteam@leeds.gov.uk)**