

# 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.

<b>Directorate:</b> City Development & Children’s Services	<b>Service area:</b> Property Services
<b>Lead person:</b> Ben Middleton	<b>Contact number:</b> 0113 247 7817

**1. Title:** Acquisition of Kernel House, Acorn Business Park, Leeds 14 for Council Accommodation

Is this a:

**Strategy / Policy**
         
  **Service / Function**
         
  **Other**

**If other, please specify**

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

The proposed acquisition of an office building for the purpose of relocating Children’s Services staff from inadequate provision at Roundhay Road. The move will see staff relocated to purpose built, modern office accommodation, a move which has been promised for some years. The building’s primary function will be as a staff office, however there will be some service user access required to attend meetings, training sessions and panels.

### 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"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>	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)

The main identified equality issue that relates to the proposed relocation is accessibility both in terms of the building itself and the location. Consultation has taken place with staff over the general proposal to relocate from Roundhay Road and informal engagement has taken place specifically on Kernel House.

- **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 proposal will have a positive impact on accessibility issues both for staff and those service users who are required to attend sessions at the Children's Services office. The new building has lift access to the first floor, open plan layout to parts, disabled toilets, external ramp access and generous corridor widths. It also has parking immediately to the front, side and rear of the building. In terms of location the building is situated centrally to the East North East, therefore providing more equality of access for service users from across the locality (current location is on the edge of the locality). The location has good cross-locality public transport links, as well as sitting on one of the city's main north/south arterial roads.

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

The new building offers a much improved environment, both for office based staff and also service users accessing the facility. The benefits of this will be clear for staff and service users alike to experience but these will be communicated as part of the information sharing process associated with the relocation.

**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:	
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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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**6. Governance, ownership and approval**

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

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Christine Addison	Chief Asset Management & Regeneration Officer	31/07/2013

**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](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

<b>Date screening completed</b>	26/07/2013
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	02/08/2013
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	02/08/2013