

Appendix 1

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: Adult Social Care | Service area: Complaints |
| Lead person: Judith Kasolo | Contact number: 2478627 |

1. Title: Extending Independent Person Service Contract to RR Consultancy

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify Delegated Decision Report

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

Extension of the Contract to RR Consultancy for providing Independent Persons and Independent Investigating Officers. The Contract is effective from 1st April 2012 to 31st March 2014 with an option to extend for an additional 24 months. Due to the good performance of the current providers, the option to extend the Contract for an additional 24 months to 31st March 2016 is recommended.

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. Also those areas that impact on or related to equality: tackling poverty and improving health and well-being.

| Questions | Yes | No |
|---|-----|----|
| Is there an existing or likely differential impact for the different equality characteristics? | | |
| Have there been or likely to be any public concerns about the policy or proposal? | | |
| Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom? | | |
| Could the proposal affect our workforce or employment practices? | | |
| 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 | | |

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).

- **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 original Contract was put in place following the contract procedural arrangements – this included consideration to equality and diversity.

Complaints received have always been subject to equality monitoring which now includes all the equality characteristics protected through legislation (age, disability, gender, race, religion or belief and sexual orientation). This allows a wider range of assurance in terms of assuring equity of access and equity of outcome. Information is most frequently provided on ethnicity, gender and disability with equality monitoring focussing on the nature of the complaint which may cause the service user an inequality as opposed to purely equality monitoring the complainant.

- **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)

No issues have been identified with the quality of services provided by the current provider.

- **Actions**

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

The service will be reviewed prior to the end of the contract, including equality and diversity within this. Lessons learned will be used to inform the future tendering/procurement and contract 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 |
|--------------------------|---------------------------------------|-------------|
| Steve Hume | Chief Officer, Resources and Strategy | March 2014 |
| Date screening completed | | March 2014 |

7. Publishing

Though **all** key decisions are required to give due regard to equality the Council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions or a Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council
- The appropriate Directorate will publish those relating to Delegated Decisions and Significant Operational Decisions
- A copy of all other equality screening that are not to be published should be sent to equalityteam@leeds.gov.uk for record

Complete the appropriate section below with the date the report and attached screening was sent:

| | |
|---|-----------------------|
| For Executive Board or Full Council – sent to Governance Services | Date sent: |
| For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate | Date sent: March 2014 |
| All other decision – sent to Equality Team equalityteam@leeds.gov.uk | Date sent: March 2014 |