

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: South East Leeds - Area Support Team
Lead person: Thomas O'Donovan	Contact number: 0113 3951655

1. Title:

Is this a:

Strategy / Policy
 Service / Function
 Other

If other, please specify
 The application for a Community Subsidised Accommodation is a request on behalf of Friends of Drighlington Community Library, based on their current circumstances and the work they deliver to meet key priorities within the Morley North area.

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

Friends of Drighlington Community are a local group of volunteers working to keep the Drighlington Library open. They have over 40 volunteers who open the Library Monday to Saturday. The "Friends" have a management committee of 8 Trustees who organise the rota, organise events and fundraising.

1. The Friends of Drighlington Community does not have a budget to cover rental costs of this level and, the current community rental assessment for the space in Drighlington Meeting Hall has been assessed at costing £6,860 p/a.(£5000 notional rent, £1, 860 for annual service charge)

2. It is recommended that the Friends of Drighlington Community Library are allowed subsidised accommodation to the value of £1,860 to the service charge and the notional £5,000 rental income be waived for a 12 month period from 1st April 2014.
3. It is also recommended that this arrangement be reviewed within the 12 month period to determine whether the arrangement should continue and to agree future conditions of use.
4. It is the decision on whether to approve this request that is being screened in terms of its equality impact.

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 relate 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).

- **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 sole management and running of Drighlington's library service was handed over to the Friends of Drighlington Community Library in November 2012 when Leeds Library and Information Service ended their interest in Drighlington Meeting Hall.

The community might feel disadvantaged by losing the library. Questionnaires to the community generated over 120 responses showing a strong demand for a film club, adult education classes, craft activities, computer instruction, local and family history, guided local walks, talks and lectures and a children's literature festival. The interest shown by the community supports a strong demand for the Library to remain open.

Drighlington Meeting Hall is open to all groups to use. No equality issues have been identified. The use of the library will benefit people from all backgrounds in the local area. No particular communities or equality groups are disadvantaged by the proposal. No other groups had made enquiries or expressed an interest in taking on the running of the Library.

This request to allow subsidised accommodation to service charge and a waiver of the notional rent follows the outcome of the city-wide review of the community centres letting policy and charges.

The location of the service within the community has positive benefits, including the use of space by the youth service. The terms of the occupation are such that the position in relation to access to the facilities by the community can be reviewed within the 12 month period of occupation.

- **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)

The Area Support Team and partners will work with Friends of Drighlington Community to monitor the continued use of the facility.

Two public meetings have been held in the past where the library services and local councillors attended. Suggestions for long term development were myriad and warmly received. 40 people are volunteers which allows the group to continue to independently run the library Monday to Saturday.

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

Name	Job title	Date
Thomas O'Donovan	Area Improvement Manager	7/3/14
Date screening completed		7/3/14

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 screenings 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: 27/03/14
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: