

# 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: Adult Social Care</b>	<b>Service area: Finance</b>
<b>Lead person: Ann Hill</b>	<b>Contact number: 24 78555</b>

## 1. Title: Billing for Care Ring in Sheltered Accommodation

Is this a:

☐

**Strategy / Policy**

☐

**Service / Function**

☒

**Other**

**If other, please specify** Collection of Income

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

Prior to 31<sup>st</sup> March 2014 bills were issued to 5,229 customers receiving a Care Ring or Telecare service who do not receive any other adult social care services. Of these, 264 were to tenants of council sheltered housing, 151 of which have been paid.

There have been significant delays with Care Ring billing that mainly affects tenants of Council sheltered accommodation and around 2,600 tenants have not yet been billed. For any new bills created from now on for the period from 1<sup>st</sup> January to 30<sup>th</sup> June, the system will generate a retrospective bill for this period and a bill for the forthcoming year simultaneously. To avoid being particularly unfair to customers due to the particular difficulties with their billing it is proposed that payment for the Care Ring service is not sought for the period 1<sup>st</sup> January to 30<sup>th</sup> June 2014 from those customers who have not already been billed for this period

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

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)

An equality, diversity, cohesion and integration impact assessment was undertaken as part of the original charging review and this contains relevant background information. It was included as an appendix to the published report to Executive Board on 24<sup>th</sup> April 2013 on Charges for Non-Residential Adult Social Care Services.

On average sheltered housing tenants will be slightly younger and have fewer disabilities than other Care Ring users. Some may be in lower income groups and face financial hardships.

- **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 proposals will mean that a substantial majority of sheltered accommodation tenants will not pay for their Care Ring service for a six-month period that other Care Ring customers will pay for. This may be perceived as benefitting some Care Ring customers compared with others. However, other Care Ring users have not been subject to such late billing that gives rise to bills for an 18-month period being raised simultaneously, which could cause emotional and financial stress for customers.

- **Actions**

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

The decision not to charge for the January to June period will mitigate the potential financial and emotional impact of an 18 month bill over a normal 12 month period. Those people who have already been billed for this period will be negatively affected in terms of the amount paid, but they have not been affected by the 18 month billing issue.

We will ensure a process is in place to communicate a consistent message to service users who contact us seeking reassurance or clarification on any issues around their individual bills.

<b>5. If you are <b>not</b> already considering the impact on equality, diversity, cohesion and integration you <b>will need to carry out an impact assessment</b>.</b>	
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)	

<b>6. Governance, ownership and approval</b>		
Please state here who has approved the actions and outcomes of the screening		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
Steve Hume	Chief Officer, Strategy and Resources	7 <sup>th</sup> July 2014

<b>7. Publishing</b>	
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 <b>Key Delegated Decision, Executive Board, full Council</b> or a <b>Significant Operational Decision</b> a copy should be emailed to Corporate Governance and will be published along with the relevant report.	
A copy of <b>all other</b> screening's should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> . For record keeping purposes it will be kept on file (but not published).	
<b>Date screening completed</b>	1 <sup>st</sup> July 2014
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	