

## 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: Public Health</b>	<b>Service area: Strategy &amp; Commissioning</b>
<b>Lead person: Veena Kumar</b>	<b>Contact number: 2476199</b>

### 1. Title:

Is this a:

**Strategy / Policy**

**Service / Function**

**Other**

**If other, please specify**

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

Approval to vary the current 2 (+1) year contract with Leeds Federated Housing for the Leeds Emergency Accommodation Provision (LEAP) service is being requested through Delegated Decision Panel. This service provides accommodation based housing related support to single adults and homeless families in housing need to achieve independent living.

Due regard has been given to equality through all stages of the process from the initial commissioning of the service and through routine ongoing contract management. Data is captured and analysed through client record form data. All services are required to demonstrate their ability to deliver 'fair access, equality and diversity' in all aspects of service provision. When the current contract was put in place in 2012, a full method statement submission was received from the providers which included their responses to questions about how they proposed to meet Equality & Diversity standards set out in the QAF. This

method statement submission was scored and was assessed as meeting the requisite standard in order for the contract to be issued.

The service is required to meet the standards set out in the Quality Assessment Framework which includes Equality, Diversity, Inclusion and Fair Access and Fair Exit. The provider completes an annual self assessment and the service is periodically assessed against these requirements. A Quality Self- Assessment (QAF) was undertaken by the provider in April 2014 against the standards in the QAF and achieved an overall rating of A.

The variation is requested to respond to a decline in the number of referrals to the service and need for 65 units. Reducing the number of units from 65 to 50 units will provide continuation of this service, and will involve no change for service users, staff, stakeholders, the provider, or the Council. The service has also been subject to robust contract management to ensure that equality standards are met and that there are no adverse effects on any particular groups of people within the city. A full Equality Impact Assessment of this decision is not required as service quality and client satisfaction is good and the decision will not negatively impact upon any particular groups or communities.

### 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).

##### **A) 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 – see Ai below) with those likely to be affected)

Ai) Is the consultation /engagement listed on Talking Point?      Yes        
No     

##### **B) 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)

##### **C) Actions**

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

**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

**Type of Decision being assessed**

Please tick as appropriate

**Key** (Incurring expenditure or making savings over £250,000 each year and or outcome will have significant effect on communities living in an area comprising two or more wards)**Major** (incurring expenditure or making savings over £100,000 per year)**Significant Other** (as Delegated Decision Making definition set out in Pt 3 of Constitution)**Administrative** (not in conflict with approved policies and do not raise new issues of policy)**Name****Job title****Date**

Julie Staton

Head of Commissioning

10/07/2014

**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.

**Date screening completed**

10/07/2014

**Date sent to Equality Team****Date published**

(To be completed by the Equality Team)