

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: Access and Care
Lead person: Elizabeth Ward	Contact number: 0113 247 4567

1. Title: Restructure of Care Ring and Telecare services to create a single service structure providing Installation, Maintenance and Repairs, Control Centre Telephone Response and Mobile Response

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

Since the provision of telecare was introduced by Leeds City Council in 2006, it has been delivered in close partnership with the existing pendant alarm service known as Care Ring.

In 2011/12 the Care Ring service was transferred from Environment and Housing to ASC to be jointly managed with Telecare.

The two services are now to undergo a restructure to create a single service with extended hours and function.

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"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		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)

Consultation has been carried out with staff and Trade Unions. This has included staff in

ASC but also staff in Community Safety affected by the change.

Consultation has been carried out with other LCC directorates affected and views of other stakeholders (eg Yorkshire Ambulance service) considered.

The Community Equipment and Telecare Partnership Board, including users and carers, have been updated quarterly

The multi agency Telecare Development Group receive monthly information

- **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 posts on the structure offer a range of opportunities for staff

There are no identified negative impacts on service users and future service users as this restructure brings together two existing services in order to increase efficiency and deliver services to more people from the same resource. The service offer has been enhanced.

The proposed restructure will not have any negative affect on individuals or communities. There will be benefits by one team of workers having contact with customers in relation to installation, repairs and mobile response rather than delivering this through 3 separate teams of staff.

- **Actions**

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

- The restructure process will be carried out following LCC policy and legislative requirements.
- Arrangements for the restructure process take account of ASC staff and those affected in Community Safety. The position of temporary staff and “as and when” relief staff have been considered.
- 1 to 1 meetings will be carried out so staff can raise any issues relating to reasonable adjustment and worklife balance that have not already been considered
- The new service will continue to monitor the take up of services to ensure no unforeseen barriers to service access are created.
- Service performance post restructure will be reported to the lead commissioner, the Partnership Board and the Telecare Development Group.
- Individual members of staff will receive ongoing 1 to 1 supervision in their new roles and additional support provided where needed

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

Elizabeth Ward

Head of Service

2 September 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.

Please send a copy to the Equality Team for publishing

Date screening completed

2 September 2014

Date sent to Equality Team

Date published

(To be completed by the Equality Team)