

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.

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|---------------------------------------|---|
| Directorate: Adult Social Care | Service area: Leeds Community Equipment and Tele Care Services |
| Lead person: Katie Cunningham | Contact number: 3783264 |

1. Title: REQUEST APPROVAL TO TAKE UP THE FIRST 12 MONTH EXTENSION OF AN EXISTING CONTRACT FRAMEWORK (FRAMEWORK FOR ASSISTIVE TECHNOLOGY EQUIPMENT) YORE-936L45(LCC28026) USING CONTRACT PROCEDURE RULE 21.2 FOR LOT 1 AND 3 ONLY.

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

The Leeds Community Equipment Service operates under a Section 75, Partnership Agreement between Leeds City Council and NHS. Adult Social Care are the lead organisation in the Partnership and deliver the service with Leeds Community Healthcare.

The service provides a range of equipment to meet daily living and nursing needs for disabled adults, older people and children. Equipment purchased by the Council, including that purchased through the Pooled Fund, is subject to procurement through Leeds City Council's procurement arrangements.

The framework is for the supply of Assistive Technology for Daily Living to Leeds

Community Equipment Service. The estimated contract value is approx. £886,000 per year based on 2012/13 expenditure. The framework was allocated into three “Lots”. Within the framework Lot 1 and Lot 3 was awarded for two years with the option to extend for a further two twelve month periods. Lot 2 was awarded for twelve months with the option to re-evaluate the equipment from the companies listed on the framework on an annual basis for three further twelve month periods.

NHS and the Local Authority are the commissioning partners in the Leeds Community Equipment Service Partnership Agreement under the Health Act Section 75 flexibilities. This agreement allows NHS organisations and Local Authorities to pool money they intend to spend, in this instance on the purchase of community equipment. Additionally the agreement allows one of the agencies to make all purchases from the pool on behalf of both partners. In Leeds the lead agency is the Local Authority.

The estimated value of the contract is approx. £886,000.00. The same quantities used in the existing framework will be used as a guideline for call off in this tender process.

Without the Framework agreement in place, the service would not be able to meet the demand for Assistive Technology equipment, and would have to rely on buying off contract and recycling used equipment. This would result in a waiting list for equipment and the service not being able to purchase up to date equipment particularly to meet the needs of customers with more individual and complex needs.

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? | | No |
| Have there been or likely to be any public concerns about the policy or proposal? | | No |
| Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom? | | No |
| Could the proposal affect our workforce or employment practices? | | No |
| Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment | | No |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • Advancing equality of opportunity • Fostering good relations | | |
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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)

- **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)

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

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| 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) | |
|--|--|

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

| Name | Job title | Date |
|------------------|---|-------------|
| Katie Cunningham | Service Delivery Manager – Assisted Living Leeds | 8/1/2014 |

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

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| Date screening completed | 22 January 2015 |
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| Date sent to Equality Team | 22 January 2015 |
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| Date published (To be completed by the Equality Team) | |
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