

# 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:</b> Environment & Housing	<b>Service area:</b> Waste Management
<b>Lead person:</b> Stephen Holmes	<b>Contact number:</b> 0113 3951278

1. Title: Award of the Recycling and Composting Framework Contract

Is this a:

**Strategy / Policy**

**Service / Function**

**Other**

**If other, please specify**

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

The Director for Environment and Housing is recommended to appoint various organisations to a Recycling and Composting Framework Contract. The award will also include the allocation of the tonnages to the individual organisations on that contract for the first full contract year.

## 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**

Prior to the commencement of the procurement a number of internal workshops were held with officers involved in the procurement and officers from the Procurement Unit. The workshops looked at and considered aspects of Social responsibility and value, employment and skills opportunities, community benefits and communication etc.

We subsequently attempted where possible and where relevant to include clauses within the specification or the evaluation criteria to try and bring out some of these issues in the bids.

- **Key findings**

The workshops detailed above suggested that there was indeed scope to draft the contract documentation with a view to bringing about benefits in terms of raising the perception of the Council, improving the lives of people in Leeds, and community cohesion.

- **Actions**

- The nature of the contract obviously provides the means of delivering a reliable refuse and recycling service in Leeds which in turn contributes towards a cleaner, greener and more

pleasant place to live.

- A communications plan was put in place identifying how and when we would engage with the various stakeholders
- The advertisement of the contract and the way in which it was scoped facilitated the inclusion of SME's and the requirements were that they were to be able to provide a local service in terms of the geographical location of their sites.
- The contract was expected to provide for the maintenance of existing employment opportunities in Leeds. It was agreed that there was a relatively low chance of significant new job opportunities however bidders were required to identify where this was possible within their bid and to also identify where the employment could particularly enhance the opportunities of vulnerable adults and social enterprise organisations.
- There is a requirement for contractors to operate their site with due regard to amenity impact and to ensure compliance with statutory legislation and enforcement in this regard.
- Bidders were required to submit details of where their proposals could offer support for local environmental campaigns, community events and awareness raising activities relating to waste strategy, recycling, improving material quality, environmental benefits, other environmental issues or local community improvements.

**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:	N/A
Date to complete your impact assessment	N/A
Lead person for your impact assessment (Include name and job title)	N/A

#### **6. Governance, ownership and approval**

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

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Susan Upton	Chief Officer for Waste Management	

#### **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.

<b>Date screening completed</b>	29 <sup>th</sup> January 2015
<b>Date sent to Equality Team</b>	
<b>Date published</b> (To be completed by the Equality Team)	