

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.

Directorate: Environment and Housing	Service area: E & H IM&T
Lead person: Girish Solanki	Contact number: 07877865370

1. Title: Delegated Decision Report - Housing Systems Procurement.

Is this a delegated decision notice for Environment and Housing, IM&T

Strategy / Policy

Service / Function

Other

If other, please specify

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

1. The delegated decision notice to seek approval from the Director of E & H to undertake a procurement exercise for a suite of Housing Management solutions.
2. On completion of the procurement exercise, the successful supplier will be awarded the Housing Management contract for providing a suite of Housing Management Applications with a support and maintenance contract.

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?	Yes	
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 • Advancing equality of opportunity • Fostering good relations 		No

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)

Once a supplier is appointed for the Housing Management contract to provide a suite of

Housing Management Applications with a support and maintenance contract, either all or some of the current housing management product set will be replaced with new systems that will require installation and configuration which will include integration with other systems and staff training will have to be undertaken as required. To undertake this work this will require resources from E & H IM&T, Housing Leeds, ICT Services and PPPU. To ensure effective communication and engagement is undertaken, the project has requested a project manager be assigned who will set up a governance board and follow the Council's Delivery of Successful Change methodologies.

- **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**

Workshops have already been arranged with our stakeholders to ensure they are fully consulted and their opinions are taken into consideration throughout the procurement exercise. Stakeholders from each service area will be invited to take part in the evaluation of the tender returns. After the appointment of the successful supplier additional workshops will be arranged to work with each service area to ensure each product fulfils the tender specification. In addition to ensure effective communication and engagement is undertaken the project has requested a project manager be assigned.

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:	
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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)	
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6. Governance, ownership and approval

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

Name	Job title	Date
Girish Solanki	Head of IM&T for E & H	8 th January 2015

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	8 th January 2015
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	