

# 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> Chris O'Brien	<b>Contact number:</b> 39(51278)

**1. Title:** Street sweepings recycling contract

Is this a:

**Strategy / Policy**

**Service / Function**

**Other**

**If other, please specify**

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

We are to procure and award a contract for the recycling of street sweepings.

### **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"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		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)

An internal workshop was held with officers involved in the procurement and with officers from the Procurement Unit.

The workshops considered aspects of social responsibility and value, employment and skills opportunities, community benefits and communication etc. Where possible and where relevant we will include specific clauses within the specification or the evaluation criteria to try to ensure that tenderers detail these aspects, so that we can understand and subsequently evaluate their proposals.

- **Key findings**

The workshop detailed above suggested that there was 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**

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

- The nature of the contract contributes to the city’s overall recycling performance and contributes towards a cleaner, greener and more pleasant place to live.
- A communications plan will be put in place identifying how and when we will engage with the various stakeholders.
- The advertisement of the contract and the way in which it is scoped will facilitate the inclusion of SME’s.
- The contract is expected to provide for the maintenance of existing employment opportunities in Leeds. There is a relatively low chance of significant new job opportunities however bidders will be required to identify where this is 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 will be 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:	
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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
S. Holmes	Business Manager	5 <sup>th</sup> June 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.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

<b>Date screening completed</b>	5th June 2015
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	