

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: Children Services	Service area: Commissioning, Contracts & Market Management
Lead person: Paul Bollom	Contact number:

1. Title: Re. Early Years IT System for Family Information Service Provision and Managing and Paying Nursery Providers (Free Early Education Entitlement – FEEE) - System Maintenance

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify: IT support and maintenance to facilitate management and payment re. FEEE

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

In 2013 the Early Years' service entered into a contract with Tribal Systems in order to facilitate the provision of the Family Information Service (FIS) system and Free Early Education Entitlement (FEEE) allocation and payment system.

The initial period of the contract was for 2 years, the current contract, due to end in October 2015 had no option to extend. At that time it was expected that a Children's Services systems review and procurement exercise would be undertaken, and that, as a result a new solution to the issue would be put in place.

The proposed review of IT data systems has yet to be completed, hence the need to ensure that a suitable solution is in place pending that review, to facilitate ongoing maintenance and support of current systems, which underpins core front-line business activity.

As a result of the above, the Chief Officer, Partnership Development & Business Support is requested to approve the waiver and invocation of relevant contract procedure rules, namely; Waive CPR 8.1 and 8.2, in accordance with CPR 27.

The Chief Officer (Partnership, Development, and Business Support) Children's Services is requested to support the case for a new contractual arrangement, to maintain the licence fees without recourse to competition, with Tribal Systems, at a value of £11, 000 per annum, The cost of the support and maintenance contract is **£11,000 per annum (potentially a maximum of £33, 000 over 3 years), in the first instance the contract will run from September 2015 for an initial period of 12 months, with the option to extend for two further periods of 12 months.**

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. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

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)

The system module enables the receipt of FEEE support to be logged and enumerated as required, this will include the ability to be able to monitor take up in accordance with the relevant equality characteristics.

- **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)

In enabling us to monitor take up we are in a position to measure take up of the FEEE subsidy by relevant equality characteristics and in doing so tailor support and marketing of this element to areas where take up is not as expected.

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

The ability to measure take up enables the Service area to develop work, support and marketing to target specific elements of communities who are deemed not to be accessing the support via free / subsidised child care.

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
Mazhar Asghar	Commissioning Programme Manager	10.7.15
Date screening completed 10.07.15		

7. Publishing	
Though all key decisions are required to give due regard to equality the council only publishes those related to Executive Board, Full Council, Key Delegated Decisions or a Significant Operational Decision .	
A copy of this equality screening should be attached as an appendix to the decision making report:	
<ul style="list-style-type: none"> • Governance Services will publish those relating to Executive Board and Full Council. • The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions. • A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record. 	
Complete the appropriate section below with the date the report and attached screening was sent:	
For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: