

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: Property and Contracts
Lead person: Nesreen Lowson	Contact number: 07891 275039

1. Title: [The procurement of automatic sprinkler systems to five high rise sheltered complexes including Carlton Croft, Sherburn Court, Rycroft Green, Burnsall Court & Queenswood Court](#)

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

[The impact of procurement and delivery of a contract for the installation of automatic sprinkler systems to five high rise sheltered complexes including Carlton Croft, Sherburn Court, Rycroft Green, Burnsall Court & Queenswood Court.](#)

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"> 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 project proposals include the installation of automatic sprinkler systems to five high rise sheltered complexes including Carlton Croft, Sherburn Court, Rycroft Green, Burnsall Court & Queenswood Court. These five blocks are designated sheltered schemes for tenants over the age of 60 years. The tender documents and specifications will provide information relating to the flat and the tenancies types. The tenderers will be assessed on their responses to the level of experience and measures they will be putting in place to address age and disability related vulnerabilities prior and during the

implementation of the construction works.

- **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)

There is a potential for a negative impact on residents with levels of disruption to the individual flats and communal areas particularly to vulnerable tenants. The contract will require the Internal Service Provider (Construction Services) and the new specialist contractors to work together to minimise the impact of the construction works on residents. Contractors will be asked through the tender docs to provide access to respite facilities/areas, daily liaison with the provision of tenant and resident liaison officer and regular written and verbal updates at various stages of the project.

There are also potential Health and Safety risks as the blocks for the duration of the construction works will be considered as 'construction sites'. The successful contractor will be required to provide a Construction Phase (Health and Safety) Plan which will consider and address health and safety risks under the Construction (Design and Management) Regulations 2015.

There are no other implications or negative impacts foreseeable at the point of preparing this screening document.

- **Actions**

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

In order to reduce the negative impact of undertaking the necessary construction works to install enhanced fire safety measures to the 5 sheltered blocks, the following actions will be undertaken as part of the project implementation:

- Include within the tender documents and specifications Leeds City Council's requirements relating to minimising the impact of the construction works on residents. These will include the provision of access to daily respite facilities/ areas for residents and the provision of a contractor's Tenants Liaison Officer whilst the construction works are ongoing within their block.
- The identification and sharing of customer profiles and vulnerability information with successful appointed specialist contractor and the internal Service Provider (Construction Services) to allow any special requirements to be considered and planned into the programme.
- It is proposed to develop a communication plan for the project with residents to set out clearly the information provided to residents, medium and frequency.

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

Name	Job title	Date
Patrick Gibbons	Corporate Fire Safety Manager	09/09/2015

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** screenings should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date screening completed	09/09/2015
If relates to a Key Decision - date sent to Corporate Governance	09/09/2015
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	