

Appendix 1



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: Adult Social Care	Service area: Commissioning
Lead person: David Peel	Contact number: 0113 387 3836

1. **Title:** Extension of existing contract for Touchstone consortium's Healthwatch Leeds, Contract reference number: LCCW25311, for 1 x 12 month period under Contract Procedure Rule 21.1

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

This assessment is screening the request to put in place an extension of the current Healthwatch Leeds contract (reference LCCW25311) for 1 x 12 months to run from 1st October 2015 to 30th September 2018 in line with Contract Procedure Rule 21.1.

The primary aims of this services are to:

1. Provide information, advice and signposting services to the people of Leeds about access to health and social care services
2. Gather the views and experiences of service users, patients, carers and the people of Leeds to influence health and social care services.

In providing this service Healthwatch Leeds ensures that it is representative of the

different communities of Leeds, and their respective views.

3. Relevance to equality, diversity, cohesion and integration

All Leeds City 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 service specification was developed as a result of the consultation with key stakeholders (including service users, patients, carers and different communities in

Leeds). It identifies how Healthwatch Leeds will be representative of the different communities of Leeds and accessible to all citizens, including children and young people. Meeting the access requirements of people and communities is a strong theme in the service specification, including communication.

Local Healthwatch is subject to the requirements of the Equality Act 2010 as is it is a statutory body.

Engagement has taken place with a broad range of Stakeholders including the general public and various targeted communities ensuring they had an opportunity to share their opinions, this included carers, older people, people with a physical disability, people with mental health problems, people with learning disabilities, different Asian communities (including Bangladeshi women, Blind Asians, South Asian Elders), Gypsies and Travellers, the Chinese community and the Irish community.

Additional consultation events for the deaf community and equality and diversity groups/communities also took place.

The requirements of Healthwatch Leeds are set out in the Health and Social Care Act and subsequent regulations. This includes the requirement to be representative of their local area.

The service specification and contracts Terms and Conditions identify and stipulate the need for accessible services that are open to all people of Leeds who are entitled to access health and social care services. Healthwatch Leeds is required to provide a service appropriate to people's needs and not to discriminate on the grounds of their protected characteristic or responsibility for dependents, in terms of either participation or of obtaining and presenting people's views and experiences.

Healthwatch Leeds is required to carry out its functions in an inclusive way, championing diversity so that it can be an enabler of service user and carer involvement and service improvement on behalf of the whole community, particularly those whose voice might not be otherwise heard.

Healthwatch Leeds is required to report to the Council on its performance against the contract by the fulfilment of key performance indicators, including equality indicators.

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).

The service specification was created after consultation with key stakeholders that included the general public, service users, carers and patients as well as communities, Third Sector organisations and health and social care commissioners and providers.

Working with and including communities in the delivery of its services is a key element of the service specification. A positive impact on communities as a result of Healthwatch Leeds is expected, enabling and empowering communities to be involved with health and social care commissioners and providers so that they influence services to meet their needs. People and communities are able to obtain accessible information about health and social care services, information pertaining to their rights to services and how they can access them; thereby enabling people to have more choice and control about their services available to them.

Through partnership working and working in an inclusive way, Healthwatch Leeds aims to support communities to work cohesively together on health and social care issues.

A range of volunteering opportunities, available through Healthwatch Leeds, enables individuals to attain a volunteering certificate to assist them in future employment endeavours.

Actions

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

Part of Healthwatch Leeds remit is to promote the positive impact the service is having on health and social care services, and on partnership working/working with communities as part of its communication plan. This plan is published and available to the people and communities of Leeds to encourage more people and communities to work with Healthwatch Leeds.

Leeds City Council monitors Healthwatch Leeds against the expected outcomes, as per the service specification, and promotes its work.

Healthwatch Leeds is also monitored in relation to the people and communities that it works with – it is important that the work and decisions that Healthwatch Leeds undertakes reflects the diverse communities of Leeds and not a minority group of people or individuals.

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
Michelle Atkinson	Commissioning Manager	3 rd September 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	3 rd September 2015
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	