

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: Strategy and Resources	Service area: PPPU
Lead person: Ania Campbell	Contact number: 07712215516

1. Title: Leeds City Council Energy Policy

Is this a:

☒ **Strategy / Policy** ☐ **Service / Function** ☐ **Other**

If other, please specify

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

The Energy Policy is an internal facing document that will help manage our energy use in council buildings. It is not an external influencing document. It supports national and local targets, as well as complimenting existing plans and strategies in the council. It guides our actions in order to manage our energy use more efficiently and to support our target of reducing 40% carbon emissions by 2020.

The policy is designed as a two tier document, with the top tier encompassing a high level vision, benchmarking our general approach and providing strategic guidance on energy use. It promotes energy efficiency through a civic leadership role, ensuring Leeds City Council is a trailblazer in the creation of a low carbon city.

The second tier provides operational guidance and targets to both technical managers and staff. It also encompasses operating procedures, data management, roles and responsibilities, and repairs, response times and alternative options.

The energy policy directs Leeds City Council in how we manage our energy consumption and covers building gas and electricity only. It will not address water,

transport (fuel) or waste.

Managing our energy consumption will in turn help us reduce our spending in this area and look to increase our efficiency. Once approved, it will be adopted as an internal council policy.

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 Energy Policy has been widely consulted in order to gain an encompassing perspective from a variety of teams and experiences. The following actions have been taken:

- Consulted existing council plans, policies and current practices
- Researched government websites and technical guidance notes
- Assessed our current building stock, the different uses and services provided
- Consulted with specific council representatives, namely HR, CtW, The Disability Network and Union representatives.
- Consulted with targeted sections of the council. These include Facilities Management, Corporate Property Management, Leisure, One Stop Centres, Call Centres, Water Management Team
- A consultation event took place on the 10th November 2015: Get Connected – Managing our Energy Use, which invitees included Facilities Management, Corporate Property Management, leisure centres, energy analysts, maintenance officers, communication officers, museums, galleries and libraries.
- During the development of the policy, advice and guidance was sought by council employees with technical knowledge and experience regarding energy management.
- The policy originated in the Sustainable Energy and Climate Change team and evolved through a framework supported and reviewed by associated line managers and discussed at the Environment Programme Board.
- Workforce data was also considered as part of the development of the policy. Individual needs of employees were recognised and represented within the policy.

• **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 nature of the working environment and the diverse groups of people using the different stock of buildings results in a variety of ways people have to adjust to circumstances. People have individual needs and require a comfortable working environment. This policy looks to ensure a consistent working environment, but recognises individual needs and the requirement to make reasonable adjustments where necessary.

- **Actions**

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

The policy intends to ensure a consistent temperature working environment, recognises individual needs and has information about making reasonable adjustments. It would look to ensure a future provision that allows a level of control and a responsibility.

We will explore the production of a “top tips” document that would provide practical guidance for council employees for developing a better and more comfortable working environment.

Consideration will be made to monitor the outcome of the Energy Policy from an equality perspective.

Further consideration will need to be given to equality for specific projects listed as part of the action plan, at earliest opportunity.

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:	na
Date to complete your impact assessment	na
Lead person for your impact assessment (Include name and job title)	na

6. Governance, ownership and approval

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

Name	Job title	Date
Polly Cook	Executive Programme Manager	12 th November 2015
Date screening completed		12 th November 2015

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:

- 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: TBA
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent: na
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: na