

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: Various | Service area: Various |
| Lead person: | Contact number: |

1. Title:

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify - Procurement

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

The development of a framework consisting of four lots for the supply of recycled domestic furniture and white goods, new domestic furniture and communal furniture, soft furnishings and white goods and to undertake a competitive procurement to secure a number of providers supplier for three years, plus the option of another year

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? | | ✓ |
| Have there been or likely to be any public concerns about the policy or proposal? | | ✓ |
| Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom? | ✓ | |
| Could the proposal affect our workforce or employment practices? | | ✓ |
| 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 | | ✓ |

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)

Equality, diversity, cohesion and integration will be considered throughout the procurement process. Prospective tenderers will be provided with guidance and assistance in the completion of appropriate documentation to ensure that they are able to submit a tender for this framework. Tender instructions and terms and conditions will ensure that those successful tenderers have the appropriate policies and practices in place that promote good practice with regard to equality, diversity, cohesion and integration.

- **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 procurement of a framework for the supply of recycled domestic furniture and white goods, new domestic furniture, new white goods and soft furnishings will ensure that goods that are fit for purpose and consistent across the authority.

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

Continue to monitor impact of procurement on any equality issues.

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: | 29/07/2015 |
| Date to complete your impact assessment | 29/07/2015 |
| Lead person for your impact assessment (Include name and job title) | Steve Blighton |

6. Governance, ownership and approval

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

| Name | Job title | Date |
|------|-----------|------|
| | | |

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. For record keeping purposes it will be kept on file (but not published).

| | |
|--|------------|
| Date screening completed | 29/07/2015 |
| If relates to a Key Decision - date sent to Corporate Governance | |
| Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk) | |