

# 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.

<b>Directorate:</b> Adult Social Care	<b>Service area:</b> Commissioning Services
<b>Lead person:</b> Emma Carter, Commissioning Manager	<b>Contact number:</b> 3783842

## 1. Title:

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

*The procurement of a combined Health and Social Care infrastructure forum support service for third sector organisations delivering health and social care outcomes in Leeds, with a particular focus on mental health, older people, physical or sensory impairment and learning disabilities.*

*The Forum will operate on a membership basis and members will actively be engaged in the delivery of the service, including in its governance and strategic decision making. Specific activities to be delivered as part of the service include:*

- *Providing information to members regarding relevant strategy, plans and policies that will have an impact on the sector;*
- *Representing members on strategic boards and forums as appropriate;*
- *Feeding in members' views into commissioning, consultation and planning processes;*
- *Providing appropriate support to the sector including sharing good practice*

- *and ensuring members are linked into the resources available to them; and*
- *Facilitating partnership working and networking amongst members.*

*The contract will replace the four current contracts that Adult Social Care has in place with four existing forums in Leeds that focus on working with third sector organisations that support older people, people with a learning disability, people with a physical or sensory impairment and people's mental health and wellbeing.*

*The new contract for the service is expected to commence on 1<sup>st</sup> April 2016 for a period of three years.*

### **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.

<b>Questions</b>	<b>Yes</b>	<b>No</b>
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"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>	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 in scope of this assessment is an infrastructure support service targeted at third sector organisations delivering health and social care outcomes in the city. Therefore, the main beneficiaries of the service are third sector organisations. However, as the aim of the forum is to support these organisations to have a voice in the city, influencing health, social care and wellbeing plans and strategies and to share good practice amongst the sector, it is anticipated the service will ultimately benefit people with care and support needs who receive support from these organisations.*

*Therefore the main consideration in regards to equality, diversity, cohesion and integration is in regards to the third sector organisations that are members and supported by the Forum. Third sector organisations that benefit from the support to be provided under this contract were consulted as part of the re-commissioning process and the key findings are outlined in the next section.*

- **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)

*We know from feedback from the sector that smaller organisations, particularly those that have no or few paid staff, BME organisations and organisations that focus on supporting specific equality groups, user led organisations or that support the integration of new migrants in the city would benefit the service offered through a joint health and social care forum as it enables smaller organisations to be linked into, and navigate, the different strategic and planning forum in the city. It also offers a mechanism for smaller organisations to feed in issues that are impacting on the people that they support in to commissioning and strategic plans.*

*Monitoring information from the existing four forum/network contracts has identified some good practice in regards to supporting smaller organisations, for example supporting larger organisations to mentor smaller organisations to build their capacity and helping smaller organisations to develop partnerships so that they are able to participate in commissioning exercises. This will be built on in the specification for the new service.*

- **Actions**

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

*The above issues outlined under the previous section have been addressed with the specification for the new service and will be monitored accordingly. For example, the successful provider will be required to carry out equality monitoring of its membership, capturing details regarding members that primarily work with/support BME communities etc.*

*It has also been built into the specification that is a requirement of the service to proactively engage and provide support to smaller and community based third sector organisations that often do not have the capacity to engage with forums through traditional methods (such as attending events or meetings) and facilitate larger third sector organisations providing support to smaller member organisations (e.g. through mentoring, sharing office space, developing consortium for funding/commissioning).*

**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	
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

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Janet Wright	Head of service (commissioning)	
<b>Date screening completed</b>		24/09/15

### **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:

- 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](mailto: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](mailto:equalityteam@leeds.gov.uk)

Date sent: