

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: Children’s Service	Service area: Built Environment
Lead person: Chris Gosling	Contact number: 0113 39 51403

1. Title: Basic Need 2016 Bulge Cohort – Furniture & Equipment Provision

Is this a:

Strategy / Policy
 Service / Function
 Other

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

- **Main aim**
The rapidly increasing birth rate in Leeds has resulted in the need to provide an additional amount of places for reception age children in this area of the city. In order to provide temporary pupil places a programme of works has been developed to deliver accommodation for this single ‘bulge’ year increase in pupil in-take. 19 schools have been identified as being able to support a temporary increase in pupil numbers and works are planned to assist their accommodation. This report relates to the procurement of furniture & equipment required to furnish these temporary classroom spaces.
- **Purpose**
A screening exercise has been carried out to determine if the provision of classroom furniture and equipment will impact upon equality. The actual works to the temporary classrooms will be subject to separate, individual assessments.

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?	Yes	
Have there been or likely to be any public concerns about the policy or proposal?		No
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		No
Could the proposal affect our workforce or employment practices?		No
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	Yes	

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?**

The proposals within this report relate to the provision of additional classroom furniture and equipment. Items to be provided are to be identified by the individual schools concerned. Extensive consultation has taken place with both school management teams and their governing bodies to ensure the right equipment is provided. The school management team have liaised direct with staff with regards to the proposals and updated the design team at the appropriate juncture.

As access to existing framework contracts is to be utilised consultation has taken place with LCC Corporate Procurement. The contract to be used has been approved as an administrative decision and utilises a formally procured framework contract. The process putting this in place ensures that all Leeds City Council aims and objectivities are adhered to, including those relating to equality and integration.

- **Key findings**

This report relates to the procurement of furniture to be funded via Leeds City Council to furnish temporary teaching spaces from September 2016. Furniture will be selected via school directly to ensure all equality and integration requirements are met.

- **Actions**

The individual schools requiring temporary expansion are to select their own furniture to be purchased via the funding provided. They will ensure the equipment provided is selected in line with the requirements of the pupils due to utilise these areas. This will take into account equality and integration requirements where applicable. Furniture is provided by the LCC framework contract will inherently take into account these areas.

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)	
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6. Governance, ownership and approval

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

Name	Job title	Date
Nigel Wilson	Basic Need Programme Manager	5 th May 2016

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	5 th May 2016
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	