

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 Services	Service area: Children's Transport
Lead person: John Bradshaw	Contact number:

1. Title: Programme Manager			
Is this a:			
<input type="checkbox"/>	Strategy / Policy	<input checked="" type="checkbox"/>	Service / Function
<input type="checkbox"/>			Other
If other, please specify			

2. Please provide a brief description of what you are screening
The decision to enter into a new cooperation agreement with West Yorkshire Combined Authority, including the intention to permanently TUPE to WYCA two staff who are currently working there on a secondment basis.

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?		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)

[There is an intention within the proposal put forward to permanently transfer two staff to](#)

WYCA, who are currently working there on secondment. The relevant staff have been fully consulted through one-to-one discussions. No equality, diversity, cohesion or integration items were identified.

- **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 proposals to TUPE two staff will increase resilience in terms of business continuity. This will minimise the risk of Children's Transport being prevented from consistently and fairly implementing the children's transport policy for all families in Leeds, in the event of any unanticipated departure of key staff. This will be achieved by transferring duties currently carried out directly by Leeds City Council to WYCA, where officers will be embedded within a larger West Yorkshire-wide team specialising in the administration and implementation of school transport solutions, thus increasing business resilience.

- **Actions**

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

There are no anticipated negative impacts on the staff concerned.

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
Sue Rumbold	Chief Officer, Partnership Development & Business Support	28/4/2016
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		28/04/2016
Date sent to Equality Team		
Date published (To be completed by the Equality Team)		