

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 Services	Service area: Commissioning, Contracts & Market Management
Lead person: Catherine Henderson	Contact number: 0113-3785430

1. Title: Procurement of the Travel Buddy scheme

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

The purpose of the contracted provision will be to provide 'Travel Buddies', who will support and assist young people or vulnerable adults with SEND in travelling on public transport until they gain the skills, experience and confidence necessary to enable them to achieve independence with travel.

The scheme has been running as a commissioned service since 2012 and has realised significant financial savings. The current contract ends on 31.12.16, hence the current commissioning process.

In addition recent legislation (such as the Children & Families Act) requires that we support children and young people to realise aspirations, resilience and independence skills wherever feasible. Adult Social Care are working with Children Services in order to, similarly, support vulnerable adults.

A previous tender exercise undertaken in 2015/16 was unsuccessful, with both tenderers submitting bids priced above the capped hourly rate. In this tender, the specification and pricing model are being reviewed to ensure the service will provide good value for money and is financially viable for potential providers. Various options for pricing the contract, including hourly and sessional rates, are currently being tested by the Commercial Team to calculate projected annual costs and these options will be discussed with potential providers as part of a bidder's consultation event in June 2016.

It is the intention to involve service users in the tender evaluation. This will be planned carefully to ensure young people have voice and influence and to mitigate the risk of challenge from bidders.

A project group has been established in order to facilitate the commissioning and procurement process, including members of Commissioning, Contracting & Market Management, Passenger Transport and Procurement.

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 scheme seeks to support children, young people and vulnerable adults with SEND related issues to travel to and from educational institutions and day centres, etc. In doing so the scheme seeks to support these groups to realise greater levels of personal independence, wherever this is feasible. As such the scheme seeks to benefit equality, diversity, cohesion and integration for individuals who have SEND related issues.

- **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)

It is our contention that the impact of this scheme is wholly positive in the context of EDCI.

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

We will promote positive impact via the support provided to individuals with SEND related issue, with the aim of, where assessed as feasible, improving their personal independence skills.

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
Catherine Henderson	Commissioning Programme Manager	07/03/16
Date screening completed 23/05/16		

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