

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: Adult Social Care	Service area: Commissioning
Lead person: David Peel	Contact number: 0113 378 3836

1. Title: Request to approve contract extension in accordance with Contracts Procedure Rule 21.1 for the existing Extra Care Service Provision at Hampton Crescent, LS9 8NH (YORE-97GBEK)

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

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

This assessment is screening the request to approve a contract extension in accordance with Contracts Procedure Rule 21.1 for the existing Extra Care Service Provision at Hampton Crescent, LS9 8NH (YORE-97GBEK)

Extra care housing is a form of supported housing. It is usually designed to provide older people who have varying levels of care needs with a self-contained home and access to on-site care and support. While based at the named site, the service is citywide and open to all citizens of Leeds who meet the eligibility criteria. This criteria requires a level of assessed eligible care needs.

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?	✓ (Age)	
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)
- The service is currently provided to adults aged 55 and over who have identified care and support needs. They are delivered at the fixed site of Hampton Crescent in Leeds LS9 but available across the city to all those eligible for the service.

- Monitoring information is collected on a quarterly basis. This includes data relating to ethnicity for both clients and staff, though does not include other protected characteristics as detailed in the Equality Act 2010 which would need to be addressed through the service specification.
- To be in a position to deliver the services, the current provider was required to evidence commitment to equality, diversity, cohesion and integration. This applied to all aspects of the service, including recruitment and working with individuals accessing the services.

- **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 service is for adults aged 55 and over who have identified care and support needs. However the service benefits adults of all ages and across a range of need levels. This applies to service users, partners, families and carers. It also applies to staff through the employment opportunities present within the existing contract.
- The service provides the opportunity for developing community cohesion. This is through strengthening connections with local groups and schools. It can also take place through the employment opportunities presented by this contract.
- The importance of emphasising diversity and inclusion in monitoring of future contracts is recognised. This would then provide the information for the service provider to address any inequalities or under representation. Part of this is to ensure monitoring addresses a range of protected characteristics, as identified in the Equality Act 2010.
- The process to access the service is through Adult Social Care panels, which operate in mind of equality, diversity, cohesion and integration. The specification for the service ensures these principles are reflected in recruitment processes by emphasising the importance of an open and fair approach to recruitment.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)
This contract extension will continue to be delivered to a service specification that:

- Is fair across protected characteristics, including age;
- Emphasises a person-centred service;
- Requires that the service provider ensures integration takes place the local community;
- Covers equality, diversity, cohesion and integration in relation to both clients and staff;
- The service provider delivering the contract is required to evidence a commitment to equality practices as part of ongoing monitoring.

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
Michelle Atkinson	Manager, Older People's Commissioning	24/08/2016

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.

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	24/08/2016
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	