

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: Adult Social Care	Service area: Commissioning Services
Lead person: Trudie Canavan, Enterprise Development Officer	Contact number: 3783922

1. Title: Extension of contract with Care & Repair (Leeds) for one year for delivery of the Leeds Directory Service

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

The Leeds Directory service has been in existence since 2005 and is an online source of information for health and social care staff as well as Leeds citizens that have care and support needs or a long term health condition and wish to access services which enable them to live independently. The site includes direct feedback from service users on the services they receive and organisations are star rated accordingly. The Directory has almost 2000 services/organisations listed on it and is supported by a helpline which runs from 9 am -5 pm Monday to Friday.

The service is delivered through a contract with an external organisation called Care and Repair (Leeds) under a three year contract, with the option to extend for a further 2 x 12 months.

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)

The main users of the Leeds Directory information service are people with care and support needs, their carers and families, alongside health and social care professionals that are providing support to them. This will cover all equality groups but particularly older people, people with mental health needs, people with a visual or sensory impairment, people with a physical disability and learning disabled people.

The service is provided through an on-line website and a helpline. The service specification for the contract requires the provider of the service to meet the latest accessibility standards. The provision of a helpline will ensure that people who are unable to use the internet or do not have access to it are still able to access the information service. The service specification also outlines that the provider of the service ensures that it is accessible to people for whom English is not their first language.

- **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)

This is a universal access service which is free to access by all individuals/groups that have care and support needs or a long term health condition and their carers/families. As an open access services it is unlikely to have a different impact on different sectors of the community unless accessibility issues are not appropriately addressed. The aim of the service is to provide information to people who have care and support needs to enable them to live independently for longer in their community, thereby providing a positive impact on different equality characteristics.

To support this the service specification for the Leeds Directory was developed to take into account different equality and diversity characteristics to support accessibility of the service and take into account the different information people may need to support their independence.

- **Actions**

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

As part of the service specification for the contract the provider of the service is required to consider the accessibility needs of all equality groups but in particular, those with a visual and sensory impairment, people with a physical impairment, older people, people with mental health needs, and learning disabled people. The service provider is also required to undertake Equality monitoring as part of the contract and this will continue as part of the contract extension.

A service user advisory group has also been established to provide feedback to the service provider regarding any proposed improvements or changes to the service to ensure that equality and diversity issues are fully considered as part of the improvement process. Examples of changes made to the service to improve accessibility is the installation of Browsealoud - assistive software that makes websites accessible with screen reading & translation tools for visitors with dyslexia, mild visual impairments and those with English as a second language. In addition,

easy read feedback forms are available for users with Learning Disabilities and the website is regularly checked for accessibility via the WAVE website accessibility test site.

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

Mick Ward

Interim, Chief Officer,
Commissioning

31/10/16

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

17th October 2016

If relates to a Key Decision - **date sent to Corporate Governance**

Any other decision – **date sent to Equality Team**
(equalityteam@leeds.gov.uk)