

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: Environment & Housing	Service area: Housing Leeds
Lead person: David Gold	Contact number: 07456 473981

1. Title:

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

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

The project team are screening the procurement of Domestic Heating Maintenance, Servicing, Repairs and Installations provision ('The Strategy'). The strategy, in line with the Council's Effective Procurement policy includes the implementation of a Category Management approach to Procurement. The purpose of this strategy is to procure contracts for Domestic Heating Maintenance, Servicing, Repairs and Installations provision citywide. The contracts will be split into four lots (4 separate contracts) delivered by 3 separate providers. A new service specification will be developed and the impact of this will be assessed.

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 strategy will consider the diverse needs of LCC tenants and leaseholders, due regard will be given to;

- Tenant engagement; reviewing the impact the service will have on different characteristic groups (delays in accessing properties, communicating with tenants who are visually/hearing impaired, barriers for tenants who do not speak English

as their first language). Any issues relating to delays in accessing properties will be reported to the relevant Technical Support Officer (LCC).

Equality and diversity training; contractor staff will be encouraged to undertake training to ensure all aspects of equality and diversity are understood and implemented positively during service delivery. Any concerns that arise during service delivery will be dealt with in a professional and appropriate manner, in line with the contractors equality and diversity policy.

Flexible appointment times; tenants and leaseholders will have the opportunity to book appointments outside of the normal working hours 9am – 5pm, (e.g; evening appointments until 7.00pm and weekend appointments, to meet the tenants’ needs/busy schedules.

- **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 strategy aims to harmonise existing services citywide irrespective of which former ALMO area they were previously located in.

Consultation will be carried out to review and improve service delivery with tenant groups, to ensure the equality and diversity needs of specific groups are taken into consideration during implementation of the strategy.

Methods of consultation and engagement (once the contract is in place) will include; the LCC STAR survey, tenant satisfaction surveys, focus groups and tenant groups including housing advisory panels.

- **Actions**

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

Positive action will be taken to ensure various methods of communication and engagement are implemented during service delivery, without discriminating against any tenants with protected characteristics.

Ongoing equality training and development for the contractor is strongly encouraged, incorporating the contractors policies. In all instances the contractor should be mindful and respectful of individual circumstances, having due regard to the diverse profile of tenants.

Complaints from tenants and leaseholders will be logged by the contractor in line with LCC’s complaints procedure. Action will be taken to reduce complaints to improve service delivery (e.g; recognising an increase in specific complaints), by ensuring that the contractor and LCC are compliant with their complaints policies and procedures - responding to complaints effectively within set timescales.

LCC’s Customer Relations Team will monitor complaints regarding access delays to identify trends.

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:	N/A
Date to complete your impact assessment	N/A
Lead person for your impact assessment (Include name and job title)	N/A

6. Governance, ownership and approval

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

Name	Job title	Date
David Gold	Gas Service Manager	11/11/2016

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	11/11/2016
If relates to a Key Decision - date sent to Corporate Governance	16/04/2015
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	