

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.

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|---------------------------------------|---|
| Directorate: Adults and Health | Service area: Strategy and Commissioning |
| Lead person: Veena Kumar | Contact number: 0113 378 7849 |

1. Title: Request approval under Contracts' Procedure Rule 21 to enter into a 6 month extension period to the existing 4 (x6) month contract for the Supply and Management of Furnished Temporary Accommodation Service.

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

A Framework Contract is currently in place for the Supply and Management of Furnished Temporary Accommodation (TA) Services. This contract is managed and commissioned by the Commissioning Team, Adults and Health on behalf of Resources and Housing. The initial contract period will expire on the 30th September 2017.

Placements to temporary accommodation within this contract for homeless households are made by Resources and Housing via the Leeds Housing Options Team, Children's Services and Adults and Health.

The Housing Act 1996 part VII (as amended by the 2002 Homelessness Act) requires all councils to ensure that interim accommodation is available to homeless households seeking assistance under the homeless legislation and, if a statutory homeless duty is accepted, that provision of temporary accommodation must continue until the homeless household is offered either a secure tenancy, or assured tenancy; or agrees to take an assured short hold tenancy.

During 2015 there has been a steady decrease in the number of units being utilised under this contract but at present the Council still requires access to Temporary Accommodation.

This service has been part of a wider strategic review carried out by the Strategy and Commissioning team in Adults and Health during 2015-2017 looking at future need and demand of Housing Related Support Services (HRS). The review resulted in the recommendations for two main procurements a new Visiting Support Service and Intensive and Dispersed Accommodation Service whilst retaining some Specialist Services and re-contracting with providers to allow further review work to be undertaken and a period of stability during the mobilisation and embedding of the new HRS model.

The decision to extend this contract will ensure the continuation of an existing service and will not introduce a new service or decommission an existing service. This decision does not involve any proposal to make major changes or close the service.

The service specification contains clear requirements to ensure the provider has Equality policies and procedures in place and a responsive service is delivered to all equality groups. To date RD Willis has provided a good quality accessible service.

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? | | ✓ |
| 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? | | ✓ |

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| 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**.

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| 4. Considering the impact on equality, diversity, cohesion and integration |
| <p>If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.</p> <p>Please provide specific details for all three areas below (use the prompts for guidance).</p> |
| <p>A) 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 – see Ai below) with those likely to be affected)</p> <p>Ai) Is the consultation /engagement listed on Talking Point? Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>B) 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)</p> |
| <p>C) Actions (Think about: how you will promote positive impact and remove/ reduce negative impact)</p> |

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5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

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| Date to scope and plan your impact assessment: | |
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| Date to complete your impact assessment | |
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| 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

Type of Decision being assessed

Please tick as appropriate

- Key** (Incurring expenditure or making savings over £250,000 each year and or outcome will have significant effect on communities living in an area comprising two or more wards)
- Major** (incurring expenditure or making savings over £100,000 per year)
- Significant Other** (as Delegated Decision Making definition set out in Pt 3 of Constitution)
- Administrative** (not in conflict with approved policies and do not raise new issues of policy)

| Name | Job title | Date |
|--------------|-----------------------|------------------------------|
| Julie Staton | Head of Commissioning | 31 st August 2017 |

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.

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| Date screening completed | |
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| Date sent to Equality Team | |
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| Date published | |
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(To be completed by the Equality Team)