

Appendix 1

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
Lead person: Ian Brooke-Mawson Strategic Commissioning Manager	Contact number: (0113) 3784183

1. Title

Waiver of Contracts Procedure Rules (CPR) 9.1 and 9.2 in order that contracts are awarded to existing providers of community based respite services.

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

A recommendation that contracts are awarded to existing providers of community based respite services for a period of 16 months from 1st December 2017.

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?	✓	
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***

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)

There are approximately 350 current community based respite customers, the majority of which are older people. The services support adult carers to have a break from caring. According to the 2011 Census there are around 25,000 carers in Leeds who are providing in excess of 20 hours per week of unpaid care.

A formal 12 week consultation was carried out between 12th June 2017 & 31st August 2017. Five informal consultation events were held during the consultation period. These were held at different times of day in order to try and attract as wide a range of participants as possible. The events were attended by a total of 39 people. In addition service users, carers and staff had the

opportunity to contact Adults & Health via a dedicated email consultation address and phone number or complete a feedback questionnaire. A total of 55 people telephoned the help line, 14 emails were received, 3 letters and 221 questionnaires were returned. The local carers centre were involved in developing consultation material for the service review.

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)

Short breaks provide positive outcomes for unpaid carers and the people they care-for and should be seen as a key component in our overall approach to supporting both. The number of carers in Leeds is increasing and the amount of hours carers are caring for is also increasing. If we don't change the way we do things we won't be able to help more people.

The current way in which Adults & Health helps carers to get a break isn't equitable - some people get a break free of charge, some people have to pay and some people are on a waiting list and so aren't getting a break at all.

Awarding new contracts to existing providers of community based respite services will ensure that arrangements are in place so that current customers continue to receive a service without disruption and to enable consultation with carers and service users to inform and shape the specification of the new service.

Actions

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

It will be necessary to assess all current users of community based respite services to determine (a) if they have eligible social care needs and (b) if they do have eligible needs whether they are required to contribute to the cost of their care in line with the Council's Charging Policy. It is anticipated that this will take place from April 2018 until December 2018. Where people do not have eligible needs or where people do not wish to have a replacement care service arranged by Adults and Health, Adults and Health will support them to access universal services or target open access services as a way of having their break.

During the contract period Adults and Health will undertake further consultation and stakeholder engagement and will liaise with the Projects, Programmes and Procurement Unit (PPPU) to identify and implement the most appropriate procurement option to ensure that there is a service or services in place which can provide a break for those people who have eligible social care needs.

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
James Woodhead	Head of Integrated Commissioning	16 th November 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.

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.

Date screening completed	14 th November 2017
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	