

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: Adults & Health	Service area: Health Partnerships
Lead person: Tony Cooke	Contact number:

1. Title: Creating new posts in Health Partnerships team
Is this a:
<input type="checkbox"/> Strategy / Policy <input type="checkbox"/> Service / Function <input checked="" type="checkbox"/> Other
If other, please specify: Restructure of Health Partnerships (creation of new posts)

2. Please provide a brief description of what you are screening
1. Creation of roles in order to take forward the work relating to the Leeds Health and Care Plan and the regional Sustainability and Transformation Plan (STP).

<p>3. Relevance to equality, diversity, cohesion and integration</p> <p>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.</p>
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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 creation of the posts has been agreed via the Partnership Executive Group (PEG), a partnership made up of seven organisations (Leeds City Council, Leeds Community Health, Leeds Teaching Hospitals NHS Trust, the three Clinical Commissioning Groups, and Leeds and York Partnership Foundation Trust). They will be hosted on behalf of the partnership by LCC.

The role profiles and specifications for these posts give clear expectations of these roles. The recruitment process will test and explore candidates' commitment in relation to a number of equality areas such partnership working, fostering good relationships and addressing inequalities in the city.

The process for creating the new posts will be governed by the standard HR and employment policies of Leeds City Council that have all been the subject of equality impact assessments. Therefore there are likely to be no adverse equality impacts.

The changes have been discussed with the trade unions.

Affected staff will be consulted on the proposals.

- **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 procedure for creating and recruiting to the posts will follow the policies and procedures of Leeds City Council.

The newly-created posts will be recruited to externally (subject to first being matched to employees at risk of redundancy) because they are partnership posts and the opportunity to apply needs to be given to all staff across the partner organisations. Existing LCC staff will therefore have the opportunity to apply through the recognised recruitment procedures.

Whilst the equalities information for the existing team was sought, due to the relatively small numbers of staff in the team, detailed analysis by all characteristics risks identifying individuals.

- **Actions**

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

Ensure that all relevant policies and procedures are complied with, and any required monitoring is carried out.

The proposal is to advertise the posts across all statutory health and care partners within Leeds (following LCC procedures) which will provide an opportunity for existing staff from under-represented groups to have career management discussions to explore ideas and actions that would stand them in a good position for applications for promotion roles.

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
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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
Tony Cooke	Chief Officer Health Partnerships	17/11/17

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