

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: Reablement
Lead person: Alison Griffiths	Contact number: 3783267

<p>1. DDR to establish additional Case Officers within the Skills for Independent Living Service (SkILs)</p>
<p>Is this a:</p> <p> <input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other </p> <p>If other, please specify</p>

<p>2. Please provide a brief description of what you are screening</p> <p>The SkILs for Independent Living Service (SkILs) provide short term intervention to support people to regain skills and independence following a period of illness, impairment or change in circumstances. The service operates between 08.00-22.00, 7 days a week, 52 weeks a year.</p> <p>Within the new service model and structure, which was introduced in July 2017, Case Officer posts were developed to undertake the first visit to the customer.</p> <p>To facilitate hospital discharges, and to educate hospital staff about Reablement service, a Case Officer was based in St James’s Hospital, covering the wards that the Leeds Integrated Discharge Service (LIDS) team support.</p> <p>As part of the Spring Budget monies approval was given to the establishment of four additional Case Officer posts who will be able to work across the whole of the St James’s Hospital site and also the LGI and Chapel Allerton Hospital where the LIDS team only have a limited presence.</p>

The four new Case Officers will work the same rota as the Community Case Officers, and although predominantly working in the hospital there will be flexibility for undertaking visits in the Community at times of high demand.

Main Issues

Following the re-structure, for hospital discharges, the LIDS team refer directly into SKiLs – thereby giving a much quicker response and facilitating timely discharges.

The LIDS team only cover a limited number of wards, all on the St James’s site. Other wards have discharge facilitators but they are not fully aware of Reablement and the services they provide. There is currently one Case Officer who works alongside the LIDS team but there is limited capacity to visit wards not covered by LIDS, or other hospital sites.

The Case Officers will work the same shift pattern as the Case Officers who work in the Community. This will enable the Case Officers to meet and discuss SKiLs with families in the evenings and weekends, when most visit the hospital.

To ensure that the Case Officers do not get de-skilled in undertaking first visits it is proposed that the Case Officers rotate into the hospital on a 6 monthly basis.

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 		X

<ul style="list-style-type: none"> • Fostering good relations 		
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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)

- **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)

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

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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**.**

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

Name	Job title	Date
Alison Griffiths	Service Delivery Manager	9 th February 2018

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	15 th September 2017
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If relates to a Key Decision - date sent to Corporate Governance	
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Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	
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