

## 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.

<b>Directorate: Environments and Neighbourhoods</b>	<b>Service area: Strategy and Commissioning</b>
<b>Lead person: Julie Staton</b>	<b>Contact number: 247 5951</b>

### 1. Title: Commissioning a new advice service for Leeds.

Is this a:

**Strategy / Policy**

**Service / Function**

**Other**

**If other, please specify**

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

A new advice service for Leeds will be introduced in Autumn 2013 delivering free, impartial and confidential advice to residents across the city. This will replace the current range of advice services commissioned by the Council and NHS Leeds Public Health. It will aim to support considerably more clients through improved use of technology and public sector assets, and will also aim to target those parts of the city most affected by the welfare changes. Client groups with specific advice needs and access requirements will also be targeted by the new service e.g. people with mental health conditions, people with mobility restrictions and people in debt.

Following a recent market-sounding exercise, a consortia including Leeds CAB, Chapeltown CAB, Leeds Law Centre and the Burley Lodge Centre demonstrated that they had the necessary skills and expertise to deliver the new service. The Director of Environment and Neighbourhoods agreed to waive CPR 13 so that

negotiations with the consortia could begin. The accompanying report is requesting Executive Board to agree that subject to ongoing successful negotiations a 3 year contract with capacity for two one year extensions is put in place with the consortia to deliver the new service. A full equality, diversity, cohesion and integration impact assessment will be produced in advance of the new service commencing.

### 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"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		✓

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).

<p><b>A) How have you considered equality, diversity, cohesion and integration?</b>          (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?</p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/></p>
<p><b>B) Key findings</b>          (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><b>C) Actions</b>          (Think about: how you will promote positive impact and remove/ reduce negative impact)</p>	

<p><b>5. If you are <b>not</b> already considering the impact on equality, diversity, cohesion and integration you <b>will need to carry out an impact assessment.</b></b></p>	
<p>Date to scope and plan your impact assessment:</p>	<p>June 2013</p>
<p>Date to complete your impact assessment</p>	<p>September 2013</p>
<p>Lead person for your impact assessment          (Include name and job title)</p>	<p>Neera Tyagi (Programme Management Officer) / Jon Andrews (Programme Leader)</p>

<p><b>6. Governance, ownership and approval</b>          Please state here who has approved the actions and outcomes of the screening</p>		
<p><b>Type of Decision being assessed</b>          Please tick as appropriate</p>		
<p><b>Key</b> (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)</p>	<input checked="" type="checkbox"/>	
<p><b>Major</b> (incurring expenditure or making savings over £100,000 per year)</p>	<input type="checkbox"/>	
<p><b>Significant Other</b> (as Delegated Decision Making definition set out in Pt 3 of Constitution)</p>	<input type="checkbox"/>	
<p><b>Administrative</b> (not in conflict with approved policies and do not raise new issues of policy)</p>	<input type="checkbox"/>	
<p><b>Name</b></p>	<p><b>Job title</b></p>	<p><b>Date</b></p>
<p>Julie Staton</p>	<p>Head of Commissioning</p>	<p>20th May 2013</p>

<p><b>7. Publishing</b>          This screening document will act as evidence that due regard to equality and diversity</p>
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has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

<b>Date screening completed</b>	20/5/13
<b>Date sent to Equality Team</b>	
<b>Date published</b> (To be completed by the Equality Team)	