

## Appendix 2

### 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:</b> Adults and Health	<b>Service area:</b> <b>Strategic</b> Commissioning
<b>Lead person:</b>  Richard Graham Senior Quality and Assurance officer Safeguarding and Risk.	<b>Contact number:</b>  07891 274446

<b>1. Title</b> Leeds City Council Adults and Health Care Quality Account;
Is this a:
<input type="checkbox"/> <b>Strategy / Policy</b> <input type="checkbox"/> <b>Service / Function</b> <input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b> The Quality Account is a public statement regarding the quality of regulated care provided across the city of Leeds.

<b>2. Please provide a brief description of what you are screening</b>
The Quality Account is a public document outlining the quality of social care services regulated by the CQC in Leeds. The account concentrates on Residential Care, Residential Nursing Care and Home Care, and covers older peoples services, Learning Disability and Mental Health provider Services.

The Quality Account identifies the quality of care as assessed by CQC against a series of comparator authorities. It identifies the main factors that influence the quality of the care provision in Leeds and what can be done to influence that quality. This includes how the support and management of those factors is allowing Leeds City Council to work with all providers to improve the quality of care provision in the city to meet the desired outcome of ensuring that the people of Leeds have access to a high quality sustainable care.

### 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***

### 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 Quality Account will be of interest to;

Decision makers charged with the management of the quality of care in Leeds.

The equality priorities in Leeds acknowledge the importance of making sure that people have access to the best possible information on which to base decisions regarding their care. As part of that work we have been in consultation with groups to identify the barriers to clearly communication such information.

One of the main barriers to people being able to understand information is the use of jargon and acronyms. This document will use plain simple English to maximise access for individuals of all literacy levels and those whose first language is not English.

### **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)*

Complex language and jargon used in council documents has been identified as a major barrier to accessing the information that we provide to the public.

### **Actions**

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

The Quality Account will be checked by communications colleagues to ensure that it is accessible to members of the general public, and, those whose first language is not English and care has been taken in writing the document to avoid acronyms and jargon as far as possible.

This area of language and communication has been identified as being key in ensuring that we remove any potential barriers to accessing information. It is also designed to be easily translated for those whose first language is not English.

Because the Quality Account is an exercise in providing information it has been written with this in mind, taking on board comments from a number of groups to facilitate ease of interpretation all potential barriers have been addressed and there are no areas of concerns that would require an Equality Impact Assessment.

**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
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Lead person for your impact assessment (Include name and job title)	N/A
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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
Mick Ward	Interim Deputy Director (Integrated Commissioning)	

### 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.

<b>Date screening completed</b>	
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If relates to a Key Decision - <b>date sent to Corporate Governance</b>	
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Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	
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