

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: Children and Families	Service area: Sufficiency and Participation
Lead person: Liz Richards	Contact number: 0113 378 7226

1. Title: Statutory Notice consultation stage on a proposal to change the age range of Rothwell Primary School and permanently close the nursery.

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify The proposal is to change the age range of Rothwell Primary School. This screening process will enable us to ensure equality, diversity, cohesion and integration will be considered during the consultation.

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

Leeds City Council is consulting on a proposal to change the age range at Rothwell Primary School, from 3-11 years to 4-11 years and permanently close the nursery.

An initial, informal consultation ran from 30 June to 21 July 2023 seeking views on the proposed change.

The outcome of that initial consultation was considered by Leeds City Council's Executive Board at its meeting in September 2023 and a recommendation to publish a Statutory Notice was approved.

This screening form records the considerations that have been made in relation to the publication of the Statutory Notice, to ensure that the *consultation and engagement process* with stakeholders takes equality, diversity, cohesion and integration into account.

It also ensures that any lessons are learned and applied from the initial informal consultation.

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 • 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)

Research undertaken before the initial consultation took account of the English Indices of Deprivation, concluding that the Rothwell ward contains none of the most deprived 10% of neighbourhoods in England. Free school meals eligibility is also in line with the city average and together these two statistical measures suggest that the Rothwell area does not suffer greater levels of deprivation than the city-wide average. There is a lower population in comparison to the city-wide figure who are ethnically diverse and a much lower-than-average population where English is a second language.

The initial, informal consultation took place from 30 June to 21 July 2023 seeking views on the proposed change to the age range at the school and permanent closure of the school nursery. That consultation was managed in accordance with local good practice, seeking to ensure that a wide range of stakeholders including schools and early years providers were consulted within the community, using various communication tools. The school also promoted the consultation through their usual methods of communication with families. Posters were distributed at key venues throughout Rothwell, a drop-in session took place at the school and a meeting held with governors. These measures helped to ensure maximum engagement with families and the community.

At its meeting in September 2023, Leeds City Council's Executive Board noted the outcome of the consultation and approved a recommendation to publish a Statutory Notice. A Statutory Notice will be published in the Yorkshire Evening Post on 6 October 2023 marking the start of a four-week formal consultation (representation) period and will end on 3 November 2023. The full proposal will be published on Leeds City Council's website and all parents/carers at the school will receive notification, along with any stakeholder who responded to the first stage of public consultation and asked to be kept informed. Other local schools will also be informed about the proposal along with ward councillors and other relevant stakeholders.

Consideration has been given to comments submitted by stakeholders during the initial consultation and our assessment is that there are no specific targeted adjustments needed for groups with protected characteristics. However, we do plan to address a potential gap in communications which is detailed below.

- **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 Sufficiency and Participation team noted that during the initial consultation, whilst not all respondents supported the proposal, there were no specific concerns raised about the consultation or engagement. However, our own assessment has concluded that there could potentially be parents of children not in schools or early years settings who were unaware of the consultation, despite the wide range of consultation methods used. How we will address this is included in the actions section below.

The screening has considered the Statutory Notice *process* itself and is not intended to consider the impact of a *decision* to change the age range at the school. However, it should be noted that if approved, the proposal would result in the permanent closure of the nursery.

- **Actions**

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

We will be communicating with stakeholders via email to notify them with details of the statutory notice period including information on how to respond either via email or by post. Information will be advertised in the Yorkshire Evening Post and details of the full statutory notice will be provided on the LCC website. The headteacher of Rothwell Primary School and other headteachers of local schools will be contacted and asked to send out key messages to their parents/carers.

Anyone who responded to the initial consultation and asked to be kept informed with updates on the progress of the proposal will be contacted.

As noted in the 'key findings' section, there could potentially be parents of children not in schools or early years settings who were not aware of the initial consultation. Leeds City Council's 'Voice and Influence' team has involvement with and access to parent groups, specifically parents/carers of children with Special Educational Needs and Disabilities. To address any groups who may not be aware of the consultation, we will ensure that those parent groups are included in this stage of the process, and any future consultations, to promote better engagement.

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
Darren Crawley	Lead for Sufficiency and participation	26 September 2023

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.

Please send a copy to the Equality Team for publishing

Date screening completed	26 September 2023
Date sent to Equality Team	20 October 2023
Date published (To be completed by the Equality Team)	To be published with Executive Board report