

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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Adults and Health	Service area: Working Age Adults Commissioning Service
Lead person: Iris Berkeley	Contact number: 0113 3780840

1. Title: Report seeking approval to vary the existing contract with Leeds Centre for Independent Living (LCIL) under Regulation 72 (1) (c) of the Public Contracts Regulations 2015 (PCR 2015) in the sum of £293,076 for the provision of a Payroll and Managed Bank Account (MBA) Service for a period of up to seven months from 1st September 2024.

In line with CPR 3.1.7 the report is also seeking the Authority to Procure a Personal Assistant (PA) Payroll and Managed Bank Account Service for individuals in receipt of a Direct Payment.

Service

If other, please specify

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

Direct payments are cash payments made to individuals who have been assessed as being eligible for funded care and support in line with the Care Act (2014). Direct payments are intended to give individuals greater choice in their care as they enable individuals to choose not to receive services purchased by Leeds City Council instead

choosing to receive a payment in lieu of these to arrange their own support as agreed in their care and support plan.

The Care Act 2014 and Children’s and Families Act reinforced the principles of choice and control. Central to this transformation is the concept of personal budgets which gives individuals a clear understanding of how much is to be allocated for their social care support allowing them to make their own decisions about how to spend this amount in order to meet their assessed needs in accordance with their agreed support plan

A procurement exercise for a PA Payroll and Managed Bank Account commenced February 2021 but following a failure to appoint a provider, the timescales to tender and re-advertise the PA Payroll and Managed Bank Account Service was re-evaluated, whilst delivery was maintained by the existing service provider.

This report sets out a proposal to vary the existing contract with LCIL under the provision of Regulation 72 (1) (c) of the Public Contracts Regulations 2015 for an additional period of six months. The period of the modified contract will run from 1st September 2024 to 31st March 2025 with a contract value of £293,076

Authority to procure a new Personal Assistant (PA) Payroll and Managed Bank Account Service for individuals in receipt of a Direct Payment is also sought. The procurement exercise will commence in June 2024 with the contract anticipated to be awarded in the Autumn of 2024. The contract will commence on 1st April 2025 for a period of three years, expiring on 31st March 2028, with an option to extend for a further period of up to 60 months in any combination. The maximum cost of the contract per annum will be £450,000.00 or £1,350,000.00 for the initial period (overall contract value if all extensions are utilised: £3,600,000.00

A future procurement exercise to take place in Spring 2024 and contract award in late Summer 2024. A mobilisation period of up to 6 months will provide a new contract commencing 1st April 2025.

3. Relevance to equality, diversity, cohesion and integration

All the council’s strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or 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. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

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	x	

whom?		
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)

Project Team members comprising of LCC/ICB commissioners, and stakeholders scoped a comprehensive consultation and delivery plan to consult/engage with individuals with a direct payment and their carers through various stages of the development of the revised specification(s).

A market sounding exercise was undertaken in July 2023, and distributed to Payroll and charitable organisations familiar with managing Direct Payments nationally. Seven responses were received of which six providers stated how they could manage the contract for the value stated.

The Key Performance Indicators (KPI)s outlined in the specification requests the provider to evidence anticipated service outputs, outcomes as well as demographic information of each direct payment service user. The specification also requests the development of an annual service user questionnaire (you said we did') qualitative/quantitative information which will be shared with ICB, Adults and Health and Children and families commissioners.

- **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 main outcomes of the procurement of this contract will be to:

- Consolidate the functionality of tasks necessary to deliver support for Direct Payments
- Improve the service effectiveness and efficiency
- Provide an overall improved service provision for Direct Payment holders and their employees.

• **Actions**

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

- Through effective promotion of its service,
- Via consultation with Direct Payment holders,
- Engagement with key stakeholders
- Quarterly Contract Management Meetings

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
Aidan Smith	Head of Service Working Age Adults	09/5/24
Date screening completed		

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent: 09/5/2024
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: 09/5/2024