

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: Strategy and Resources	Service area: Regional Policy
Lead person: James Flanagan	Contact number: 07891274153

1. Title: West Yorkshire Combined Authority

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

In line with the Leeds City Region City Deal, on 31 July 2012 the five West Yorkshire authorities; City of Bradford Metropolitan District Council, Borough Council of Calderdale, The Council of the Borough of Kirklees, Leeds City Council, and The Council of the City of Wakefield and the West Yorkshire Integrated Transport Authority, supported by the City of York Council and the “Leeds City Region Local Enterprise Partnership” published on July 2013 in accordance with the statute¹ a scheme with proposals for delivering greater local economic growth centred on the establishment of a Combined Authority across West Yorkshire.

A governance review and consultation was undertaken to consider the effectiveness and efficiency of arrangements in West Yorkshire for transport, economic

¹ Local Democracy Economic Development and Construction Act 2009 and Local Transport Act 2008 West Yorkshire Authorities Statutory Review

development and regeneration and both supported the establishment of a Combined Authority.

As a body corporate with legal personality and powers in its own right, a Combined Authority would bring together functional responsibility and decision making for strategic transport, economic development and regeneration across the functional economic area of West Yorkshire, removing fragmentation and historical lack of integration, into a visible, stable and streamlined body.

The submitted scheme outlined the intention that the West Yorkshire Integrated Transport Authority and West Yorkshire Passenger Transport Executive (collectively known as “Metro”) would be abolished and replaced by the Combined Authority. The Integrated Transport Authority and Passenger Transport Executive’s functions, staff, contracts and liabilities would be transferred to the newly established Combined Authority on 1 April 2014.

The Secretary of State, having regards to the scheme submitted, is expected to publish a Draft Order in the autumn. A formal consultation process by Central Government will then take place consulting local district councils, the Integrated Transport Authority and Local Enterprise Partnerships. Views will also be sought from the public, local businesses and the voluntary sector.

This screening will judge the relevance of equality, diversity, cohesion and integration to the transition and establishment of the Combined Authority including within its proposed policies, services and functions.

1. 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	X	

practices?		
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)

The establishment of the West Yorkshire Combined Authority would come into effect on 1 April 2013. This would change the shape of regional governance and decision making across transport, economic development and regeneration.

The key stakeholders potentially affected by the transition and establishment of a Combined Authority are:

- Service users and supplier/contract holders (including economic investment and transport)
- Employees of Metro
- The wider community

The programme to transfer and establish a Combined Authority is being led by the involved districts Chief Executives who have delegated the project management to a Programme Transition Board.

The board will ensure that due regard is given to equality and diversity at the appropriate time and is appropriately built into the transferred and new policies and practices of the West Yorkshire Combined Authority (including its strategies, policies, services and functions). The programme has been divided into two distinct projects: the establishment of the Combined Authority and West Yorkshire Integrated Transport Authority and the Passenger Transport Executive transfer to the Combined Authority. Both have established governance arrangements and work stream leads for key aspects of the programme. For the establishment project these are: scheme submission and order,

strategic communication, shadow board management, branding, constitution and governance and wider structures. For the transfer these are: human resources, contracts, property and assets, banking and finance, IT and external due diligence. All work streams produce monthly updates and these are summarised in highlight reports for the monthly Programme Transition Board meetings.

This programme approach has meant an individual from the Passenger Transport Executive and district representatives of the Combined Authority have a working oversight of the work-streams to ensure all equality and diversity issues are identified and addressed and specified timescales are met.

Metro is the operating brand of the West Yorkshire Integrated Transport Authority and Passenger Transport Executive. It is intended that the functions, assets, liabilities, contacts and staff the Integrated Transport Authority and the Passenger Transport Executive will be transferred to the new Combined Authority on 1 April 2014.

Effort is being made to ensure that contracts are transferred seamlessly to the new Combined Authority and there will not be any noticeable difference to the service user by 1 April 2014. The supplier/ contract holder will notice a change in the organisation paying the contract. During the transition period, until the establishment, suppliers will be notified of this change.

The transfer of the Integrated Transport Authority and Passenger Transport Executive staff to the new Combined Authority will require consultation on the transfer of their terms and conditions. The transfer human resources work stream will work to provide advice and undertake the consultation and communicate with staff so they are aware of the developments and feel comfortable with the transfer. The transfer of staff does not involve a physical move of staff or change of premises.

The strategic communications work stream in the establishment project involves representatives of all the involved districts, the Integrated Transport Authority and Leeds City Region Secretariat and continues to regularly communicate with the public and stakeholders throughout the transition to ensure they are informed about the developments and know about formal opportunities to be consulted.

Although not formally required, a public consultation on the proposal to submit a Combined Authority scheme was held between May to June 2013. The consultation was open to all and comments were invited from members of the public, business and the voluntary sector. The Metro leadership also continues to send out regular emails and displays key messages on its internal website to staff to update them on the progress of the establishment of the Combined Authority and Integrated Transport Authority/Passenger Transport Executive transfer so they are kept informed.

It is proposed that the Combined Authority will build on the policies, services and functions, including the organisations equality and diversity policies, used and developed in the Integrated Transport Authority and Passenger Transport Executive. Due to this a review of Metro's strategic policies has been undertaken, with an emphasis on equality related policies, to ensure that the policies robustly regard equality and diversity of service users, employees and the wider community.

In addition, we have made contact with colleagues in other councils aiming and have established a Combined Authority to share best practice and track progress.

At present, guidance from Central Government regarding the Review of the Public Sector Equality Duty has yet to be published which may inform the new Combined Authority's approach to equality and diversity. This could affect the level of information that public organisations are required to publish.

- **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)

An audit of key Metro policies was undertaken and included Metro's Equality and Diversity Policy, Procurement Policy and Metro Equality Objectives. The audit provided confidence that due regard has been given in the policies involving employees, service users and the wider community.

Post establishment, it is anticipated that the Combined Authority will undertake a review of these transferred policies and practices to ensure they are aligned with the new authority's objectives and that its equality and diversity policies are fit for the future functions of the organisation.

1. Actions

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

The Programme Transition Board will ensure that:

- 1) Further detailed action plans will be developed to ensure that due regard has been given to equality and diversity through the transfer of Metro and within the receiving organisation of the Combined Authority.
- 2) Timely consultation with stakeholder groups and the public is undertaken as appropriate.
- 3) Undertake due diligence checks on contracts transferring with Metro to the new Combined Authority.
- 4) Follow up and act on any recommendations and guidance from the Review of the Public Sector Equality Duty.
- 5) Post April 1 2014, review and update as necessary the transferred policies, with an emphasis on equality related policies, to reflect the new Combined Authority's organisational structure and functions.

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
--	-----

Date to complete your impact assessment	N/A
---	-----

Lead person for your impact assessment (Include name and job title)	N/A
--	-----

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Rob Vincent	Programme Director	TBC

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	8 th October 2013
---------------------------------	------------------------------

If relates to a Key Decision - date sent to Corporate Governance	
---	--

Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	
--	--