

# 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: City Development</b>	<b>Service area: Library and Information Services</b>
<b>Lead person: Maxine Sutcliffe</b>	<b>Contact number: 37 81877</b>

## 1. Title: Library Materials Procurement

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

1. The contracts for the supply of library materials have now either expired or have been extended for as long as practicable within the existing contracts. As such, new contract arrangements are required from 2<sup>nd</sup> August 2016 to ensure the continued supply of appropriate library materials.
2. A framework agreement exists which offers local authorities and other UK public bodies a simple route to establishing supply arrangements for the provision of all types of library stock materials without the need to complete further EU tendering.
3. This screening form looks at the implications of entering into the framework agreement rather than undertaking a full tendering exercise.

### 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"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>		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 framework contract encompasses all the major current suppliers of library materials in the UK (including the existing supplier). The service proposes to adopt the framework and appoint a contract to the most appropriate supplier through a secondary competition as provided for within the framework.

Providing materials which meet the needs of Leeds' diverse communities falls within the documented specifications for library materials which any future supplier must meet – this is clear within both the tender process as well as part of regular ongoing contract review meetings held with suppliers.

- **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)

There are no anticipated negative impacts as this proposal is simply to amend the means of appointing a supplier rather than any suggestion of amending the supply itself.

The use of a framework contract as well as a secondary competition should result in efficiencies, both in terms of officer time for the appointment process, as well as levels of discounts being offered. The latter should, in turn, result in the service being able to supply more titles for the same budget, increasing the breadth of subject areas which can be covered.

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

None identified.

**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:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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**6. Governance, ownership and approval**

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

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Maxine Sutcliffe	Library Acquisitions Manager	15/02/2016

**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

<b>Date screening completed</b>	15/02/2016
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<b>Date sent to Equality Team</b>	
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<b>Date published</b> (To be completed by the Equality Team)	
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