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.

<table>
<thead>
<tr>
<th>Directorate: City Development</th>
<th>Service area: Asset Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead person: Edward Rowland</td>
<td>Contact number: 0113 247 7886</td>
</tr>
</tbody>
</table>

1. **Title:** Council's Investment Portfolio

Is this a:

- [ ] Strategy / Policy
- [x] Service / Function
- [ ] Other

If other, please specify

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

The proposed acquisition of Unit 1, Logic Leeds, Leeds Enterprise Zone. The property is already let and will add a further high yielding property to the Council's investment portfolio. The EIA screening is in respect of the proposal to acquire the property.

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
Eliminating unlawful discrimination, victimisation and harassment
Advancing equality of opportunity
Fostering good relations

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)

- 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
5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.

<table>
<thead>
<tr>
<th>Date to scope and plan your impact assessment:</th>
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<tbody>
<tr>
<td>Date to complete your impact assessment</td>
</tr>
<tr>
<td>Lead person for your impact assessment</td>
</tr>
<tr>
<td>(Include name and job title)</td>
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</tbody>
</table>

6. Governance, ownership and approval

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Job title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Bridges</td>
<td>Chief Officer Economy and Regeneration, City</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development</td>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>For Executive Board or Full Council – sent to Governance Services</th>
<th>Date sent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate</td>
<td>Date sent:</td>
</tr>
<tr>
<td>All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a></td>
<td>Date sent:</td>
</tr>
</tbody>
</table>

sent to equalityteam@leeds.gov.uk for record.