

Appendix A

Equality, Diversity, Cohesion and



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: Communities and Environments	Service area: Customer Services
Lead person: Steve Moore	Contact number: 07891 271707

1. Title: Community Hub Development

Is this a:

Strategy / Policy **Service / Function** **Other**

If other, please specify

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

In June 2013 Executive Board received a report on the issue of welfare, benefits and poverty. The key challenge identified in the report was the need to deliver truly integrated and accessible services for people suffering hardship; develop whole packages of support for people which address a range of hardship issues; provide a real focus on supporting people into work; and, develop an effective campaign in response to the problems created by high cost lenders in the city.

In response to these issues a new approach under the identity of Citizens@Leeds was developed to ensure a focus on inclusive, locally provided citizen-based services delivered through a community hub approach. Four key propositions were developed that set out the building blocks for a city-wide response to tackling poverty and deprivation.

The four propositions cover:

- The need to **provide accessible and integrated services;**
- The need to **help people out of financial hardship;**
- The need to **help people into work;** and

- The need to be **responsive to the needs of local communities**.

The propositions were developed as a 'whole system' approach to tackling poverty rather than four independent propositions and demonstrates how the propositions link together to provide targeted personal support over a range of hardship issues, including helping people into work, as well as improving the quality and consistency of universal service provision for all citizens in Leeds.

The provision of integrated and accessible Community Hubs is critical to this new service offering which involves consolidating more services and including community related services under one roof. These centres are to be located within either existing One Stop Centres or existing Library buildings based on the best location and building environment for the community.

The concept of **Community Hubs** seek to reach our citizens and provide the right mix of council and partner services each community needs in the most efficient manner. This will involve a more integrated approach to service delivery and maximisation of assets and service points that exist across the city e.g. joint service centres, one stop centres, housing management offices, libraries, children's centres etc. The aim is to develop seamless delivery; taking account of an individual's or a family's wider needs at the first point of contact wherever possible. The community hubs will support the delivery of pop-up (e.g. in supermarkets and GP surgeries) and mobile provision to ensure that we can reach all priority communities across the city. More on-line services will also be developed to enable those that wish to self-serve to be able to do so.

Community Hubs seek to provide a core offering of services including

- Customer Services
- Jobshop
- Library Services

Additional services will be available to meet the specific needs of the local community.

The Hub development is a rolling programme with Phase 1 being an initial pathfinder, we are now in phase 2 with phase 3 being planned to commence in 2018.

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 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)

Phase 3 of the Community Hub Development Programme includes 28 sites across the city and is currently in its early planning stages.

Equality considerations will be included within both the planning of this phase and the intelligence that is gathered. This will be used to help design and implement this phase of the Community Hub Development Programme.

Consideration will also be given to the lessons learned from phases 1 and 2.

As Phase 3 of the Community Hub Development Programme is rolled out there will be the need to rationalise the use of community based assets including Library's, One Stop Centres, Housing Offices etc and this will have a direct impact on some of our citizens.

It will be necessary to review each scheme individually to assess the possible effects of any proposed changes on staff and customers, with a particular equality focus and taking into account the local demographics, distance to travel to new location, public transport links, parking etc.

- **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 provision of new hubs, providing integrated services, in modern clean and accessible buildings should be embraced as a positive change by our citizens.

Hubs will provide an appropriate mix of council and partner services plus facilities to aid learning and development whilst helping communities to integrate, promoting community cohesion.

Each hub will be created to ensure equality for all users including ramps/ lift where necessary, high/low desking, a range of seating options, confidential space, dementia friendly spaces and accessible toilets and parking where possible.

Where facilities are removed from an area consideration will be given to how citizens can continue to access services in a manner appropriate to their needs.

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

The project will gather relevant equality related information considering the needs of both staff and customers

Consultation and community engagement will be carried out to ensure citizens are aware of the changes and given the opportunity to voice their ideas and suggestions for improvements.

Work will be undertaken with those who may be disproportionality effected by the proposed changes to ensure access to appropriate services is maintained.

A plan will be established to ensure all aspects of phase 3 consider equality.

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:	Further equality consideration for each aspect of phase 3 to be included within the programme planning
Date to complete your impact assessment	Prior to the decision making for each aspect of the phase 3 programme
Lead person for your impact assessment (Include name and job title)	Joy Wetherill Executive Officer Advice Services

6. Governance, ownership and approval
Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Steve Moore	Senior Community Hub Development Manager	
Date screening completed		20.11.17

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: 07.02.2018
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: