

# 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: Communities and Environment</b>	<b>Service area: Parks and Countryside</b>
<b>Lead person: Simon Frostdick</b>	<b>Contact number: 3788152</b>

## 1. Title: Contract Award – ITS160027: Cemeteries & Crematoria Admin System

Is this a:

**Strategy / Policy**

**Service / Function**

**Other**

**If other, please specify**

Procurement decision

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

The Chief Officer Parks & Countryside approved the commencement of a procurement process for a Cemeteries & Crematoria Admin System on 25<sup>th</sup> September 2017.

Following a low value procurement exercise run in accordance with the Council's Contracts Procedure Rules, a decision has been made to award a single supplier contract to GSS (NI) Limited T/A PlotBox for the supply of a new Cemeteries & Crematoria Admin System.

### 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?**

The key requirement is to provide a reliable, robust solution to support the staff who manage the city's cemeteries and crematoria bookings. It will seek to meet the business and legislative requirements of managing internments from the initial contact from Funeral Directors or others seeking service through to internment and the updating of the Council's records. Among the anticipated benefits will be improved records and reporting, improvement in communications and a more streamlined booking process.

The software will provide improved access to information to the public and stakeholders via web based access and will streamline the process of funeral arrangements at a time that can be emotionally challenging. In developing the proposals the service undertook a market analysis of options and considered processes and software in use by other providers across the country. In addition a site visit was made to Conwy council in Wales to see the system in use.

- **Key findings**

A statement of requirements was established for the procurement exercise that considered business and legislative requirements of managing funeral arrangements but that also sought to improve access to information to service users and to staff within the bereavement services team. The proposal to migrate operations to Plotbox software provides the best solution to meeting these requirements.

For those service users that do not have access to online facilities to book funerals or who find the process challenging, a traditional 'clerical' option will remain available supported via bereavement services as currently exists.

- **Actions**

Where those making funeral arrangements wish to use the clerical service, the details of the funeral will be entered into the revised software system to ensure that the benefits available are secured for all users as far as is possible.

#### 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
S Flesher	Chief Officer Parks & Countryside	11/04/2018

**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](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

<b>Date screening completed</b>	11/04/2018
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	