

# 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:<br/>Resources &amp; Housing</b> | <b>Service area: Housing Leeds</b>  |
| <b>Lead person:<br/>Louise Batterby</b>         | <b>Contact number: 07891 275305</b> |

## 1. Procurement strategy for Asbestos Surveying services for the city

Is this a:

Strategy / Policy

Service / Function

Other

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

The proposed procurement strategy structure for Asbestos Survey provision. LBS undertake the majority of asbestos surveys required in Void properties and this will continue. As a result it is proposed that 2 external contractors are procured to deliver asbestos surveys for predominately planned works.

## 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.

#### **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 strategy will consider the diverse needs of LCC tenants and leaseholders, due regard will be given to;

- Tenant engagement; reviewing the impact the service will have on different characteristic groups (delays in accessing properties, communicating with tenants who are visually/hearing impaired, barriers for tenants who do not speak English

as their first language). Any issues relating to delays in accessing properties will be reported to the relevant Technical Support Officer (LCC)/ Supervisor at LBS.

- Equality and diversity training; contractor staff will be encouraged to undertake training to ensure all aspects of equality and diversity are understood and implemented positively during service delivery. Any concerns that arise during service delivery will be dealt with in a professional and appropriate manner, in line with the contractors equality and diversity policy.
- Whilst the core hours of this service are 8am-5pm Appointments are made with tenants at weekends and after 5pm. However, these can incur overtime rates and are.
- The service will use carers as well as interpreters to communicate with tenants. If they require such a service.

- **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 strategy aims to harmonise existing services citywide irrespective of which former ALMO area they were previously located in.

- Consultation will be carried out to review and improve service delivery with tenant groups, to ensure the equality and diversity needs of specific groups are taken into consideration during implementation of the strategy.
- Methods of consultation and engagement (once the contract is in place) will include; the LCC STAR survey, tenant satisfaction surveys, focus groups and tenant groups including housing advisory panels.

- **Actions**

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

- Positive action will be taken to ensure various methods of communication and engagement are implemented during service delivery, without discriminating against any tenants with protected characteristics.
- Ongoing equality training and development for the contractor is strongly encouraged, incorporating the contractors policies. In all instances the contractor should be mindful and respectful of individual circumstances, having due regard to the diverse profile of tenants.
- Complaints from tenants and leaseholders will be logged by the contractor in line with LCC's complaints procedure. Action will be taken to reduce complaints to improve service delivery (e.g; recognising an increase in specific complaints), by ensuring that the contractor and LCC are compliant with their complaints policies and procedures - responding to complaints effectively

within set timescales.

- LCC's Customer Relations Team will monitor complaints regarding access delays to identify trends.

**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<br>(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

| <b>Name</b>     | <b>Job title</b>   | <b>Date</b> |
|-----------------|--------------------|-------------|
| Louise Batterby | Compliance Manager | 06/07/18    |

### **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> |  |
|---------------------------------|--|

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