

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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Resources & Housing	Service area: Shared services
Lead person: Claudine Dawson	Contact number: 0113 37 86533

1. Title: Establishment of an interim process whereby the print unit can place orders directly with a range of possible suppliers without a formal contract being in place, for a period of 12 months whilst a full procurement exercise is conducted.

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify: Waiver of contract procedure rules for a period of 12 months.

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

Historically, the print unit has used a number of suppliers to provide print and signage materials without having sought competition or putting formalised contracts in place. The annual value of these orders ranges from under £10,000 to £70,000 per year.

In order to ensure continuity of service it is proposed that the print unit implement the following for a period of 12 months.

- i Where there is *only one provider* who can deliver the service the chief officer is asked to waive CPRs 8.1 and 8.2 if the spend is between £10K and £100K and 9.1 and 9.2 where the spend is over £100K and award a contract for these services directly without seeking competition.

Examples of this are Royal Mail for first class mail and parcel deliveries; Konica Minolta Business Solutions for the on-going maintenance of Konica print equipment installed at the print unit; and a number of suppliers such as Kloeckner Metals who are the sole supplier to comply with BSEN 12899 which is required by the council to

retain it's accreditation.

ii Where an *individual purchase* of supplies is valued at less than £10,000 it is proposed that under CPR 7.1 – 7.3 this can be undertaken by obtaining three quotes. The chief officer agrees that the print operations manager may select which supplier represents best value based upon cost, and timescales, without referring back to the chief officer for a decision on a case by case basis, provided this decision is recorded in the council's financial management system, and a record is kept on the procuring officer's file for audit purposes.

iii Where *annual spend* is expected to be below £25k with a single supplier, it is proposed that such orders are placed direct with those providers by utilising CPR 7.2 which allows officers to place a direct order without seeking competition if the chief officer believes that it represents Best Value for the council to do so.

The chief officer agrees that the print operations manager may select which supplier represents best value based upon cost, and timescales, without referring back to the chief officer for a decision on a case by case basis, provided this decision is recorded in the council's financial management system, and a record is kept on the procuring officer's file for audit purposes.

iv It is acknowledged that some annual spend will remain in breach of CPRs until contracts can be put in place. It is proposed that these are prioritised and contracts arranged within the next 12 months to bring the print unit back in to compliance with the council's contract procedure rules.

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?		N
Have there been or likely to be any public concerns about the policy or proposal?		N
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		N
Could the proposal affect our workforce or employment practices?		N
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment 		N

<ul style="list-style-type: none"> • Advancing equality of opportunity • Fostering good relations 		
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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 that the proposal could benefit one group at the expense of another)

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

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	
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(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		
Name	Job title	Date
Suzanne Hopes	Head of BSC	10.7.2018
Date screening completed		1.7.2018

7. Publishing	
<p>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.</p> <p>A copy of this equality screening should be attached as an appendix to the decision making report:</p> <ul style="list-style-type: none"> • 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. <p>Complete the appropriate section below with the date the report and attached screening was sent:</p>	
For Executive Board or Full Council – sent to Governance Services	Date sent: N/A
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: