

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. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

<b>Directorate: Adults &amp; Health</b>	<b>Service area: Assisted Living Leeds</b>
<b>Lead person:</b> Katie Cunningham	<b>Contact number: 0113 3783264</b>
<b>Date of the equality, diversity, cohesion and integration impact assessment:</b>	

<b>1. Title:</b> The award for the supply of Telecare equipment
Is this a:
<input type="checkbox"/> <b>Strategy /Policy</b> <input type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

**2. Members of the assessment team:**

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Katie Cunningham	ASC – Assisted Living Leeds	Contract Manager
Kim Chappell	ASC – Telecare	Operational Manager
Donna Whitelock	ASC – Telecare	Specialist Team Manager

<b>3. Summary of strategy, policy, service or function that was assessed:</b>
<p>The Tele Care service provides a range of telecare equipment to disabled adults, and older people within Leeds. There are currently 16,000 people connected to the service. The telecare sensors are used to monitor the environment (for example to detect smoke or gas) or the person themselves (for example to detect a fall or to alert that the person has left their home).</p> <p>Assessors across health and social care make recommendations for the provision of telecare with each telecare package designed to meet the need of the individual person. It can make a significant reduction in the risks for people at home and contributes to reducing and delaying the need for home care and residential services.</p> <p>In October 2015 the Director of Adult Social Services gave approval authorising a procurement strategy of setting up four consecutive separate framework agreements with</p>

the first being set up in year one, followed by subsequent tendering exercises in years two, three and four. This effectively gives new suppliers in the market an opportunity to be appointed to one of these framework agreements and allows the council to expand the number of items available to service users by asking bidders to submit new prices against a revised schedule of items.

This year there are three other Local Authorities using the Leeds Telecare contract.

#### **4. Scope of the equality, diversity, cohesion and integration impact assessment**

(complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

##### **4a. Strategy, policy or plan**

(please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>

**Please provide detail:**

##### **4b. Service, function, event**

please tick the appropriate box below

The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service (by contract or grant)	<input type="checkbox"/>

##### **Please provide detail:**

This framework contract is for the supply of telecare sensors to Leeds City Council. The advantage of this procurement framework is:

- New entrants into the market to quickly get on the following years framework
- An annual product specification refresh, allowing for any upgrades to the technology or changes to the equipment required
- New innovations – allows the frameworks to keep up with current and new technologies

Consultation took place with other Local Authorities with Middlesbrough, Kirklees and

Hartlepool expressing an interest in utilising the framework once it was in place.

### **5. Fact finding – what do we already know**

Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

Service user need is the key driver for the Tele Care Service and the allocation of equipment. Customers are provided with a range of products purchased from a number of different suppliers. Some of these products will have very similar functionality, however by having access to a range of products the customer's individual needs and circumstances can be met. For example; there are currently, three different suppliers of fall detectors. Each of these products have very similar functionality, however a person's weight and height effects how well the fall detector works for that individual. If a person is less than five feet tall and weighs less than 6 stones, two of the current products on the market do not alert when that person falls.

Connectivity is also a key feature of the products purchased as there needs to be interdependencies between the equipment purchased and the call monitoring system. Case studies were used in the specification, to illustrate that service user requirement is the key driver for the allocation of devices and not just price.

The Tele Care Service is often asked by suppliers to trial new products and give feedback before the products go out to the open market. Telecare is an area of assistive technology where there is a rapid development of products and systems.

### **Are there any gaps in equality and diversity information**

**Please provide detail:**

**Action required:**

### **6. Wider involvement – have you involved groups of people who are most likely to be affected or interested**

☐

**Yes**

☐

**No**

**Please provide detail:**

The tender was advertised on the Council's tender website [www.yortender.co.uk](http://www.yortender.co.uk) and within the EU via an OJEU (Official Journal of European Union) notice under the open procedure and everyone invited to tender including all current providers.

**Action required:**

### **7. Who may be affected by this activity?**

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

<b>Equality characteristics</b>		
<input type="checkbox"/> <b>Age</b>	<input type="checkbox"/> <b>Carers</b>	<input type="checkbox"/> <b>Disability</b>
<input type="checkbox"/> <b>Gender reassignment</b>	<input type="checkbox"/> <b>Race</b>	<input type="checkbox"/> <b>Religion or Belief</b>
<input type="checkbox"/> <b>Sex (male or female)</b>	<input type="checkbox"/> <b>Sexual orientation</b>	
<input type="checkbox"/> <b>Other</b>		
<p><b>(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)</b></p> <p><b>Please specify:</b></p>		
<b>Stakeholders</b>		
<input type="checkbox"/> <b>Services users</b>	<input type="checkbox"/> <b>Employees</b>	<input type="checkbox"/> <b>Trade Unions</b>
<input type="checkbox"/> <b>Partners</b>	<input type="checkbox"/> <b>Members</b>	<input type="checkbox"/> <b>Suppliers</b>
<input type="checkbox"/> <b>Other please specify</b>		
<b>Potential barriers.</b>		
<input type="checkbox"/> <b>Built environment</b>	<input type="checkbox"/> <b>Location of premises and services</b>	
<input type="checkbox"/> <b>Information and communication</b>	<input type="checkbox"/> <b>Customer care</b>	
<input type="checkbox"/> <b>Timing</b>	<input type="checkbox"/> <b>Stereotypes and assumptions</b>	
<input type="checkbox"/> <b>Cost</b>	<input type="checkbox"/> <b>Consultation and involvement</b>	
<input type="checkbox"/> <b>Financial exclusion</b>	<input type="checkbox"/> <b>Employment and training</b>	
<input type="checkbox"/> <b>specific barriers to the strategy, policy, services or function</b>		
<p><b>Please specify:</b> some of the new products on the market may cost more than existing</p>		

products
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<b>8. Positive and negative impact</b> Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers
<b>8a. Positive impact:</b>
<p>This procurement strategy provides the flexibility and innovation required by the service to ensure customers' needs are met by the most up to date product.</p> <p>The Leeds Tele Care Service has a responsibility to provide high quality telecare equipment for the people of Leeds.</p> <p>The proposed framework will provide contractual security for the Tele Care Service, whilst allowing the Service to purchase a range of products that meet service user requirements without stifling innovation or technological advancements.</p>
<b>Action required:</b>
<p>For the contract framework to be awarded.</p>

<b>8b. Negative impact:</b>
<p>Consequences if the contract framework is not approved</p> <ul style="list-style-type: none"><li>• The Service would have to purchase all equipment "non contract". There would be no contract prices which would be very likely to result in higher costs for equipment.</li><li>• The effect higher unit costs on the budget would have a direct impact on customer waiting times for equipment</li><li>• The aim of the Service to provide the right equipment quickly to enable people to live independent and inclusive lives would be compromised.</li><li>• If the Contracts were not awarded to the successful bidder following a proper procurement process, the Local Authority must provide justifiable reasons for abandoning the process or risk legal challenge.</li></ul> <p>Not all products are awarded</p>
<b>Action required:</b>
<p>For the contract framework to be awarded.</p> <p>To review the equipment specification at the final year tendering schedule</p>

<b>9. Will this activity promote strong and positive relationships between the groups/communities identified?</b>
<div><input type="checkbox"/> <b>Yes</b></div> <div><input type="checkbox"/> <b>No</b></div>
<b>Please provide detail:</b>

<b>Action required:</b>

<b>10. Does this activity bring groups/communities into increased contact with each other?</b> (e.g. in schools, neighbourhood, workplace)
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> <b>Yes</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>No</b> </div> </div> <p><b>Please provide detail:</b></p>
<b>Action required:</b>

<b>11. Could this activity be perceived as benefiting one group at the expense of another?</b> (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> <b>Yes</b> </div> <div style="text-align: center;"> <input type="checkbox"/> <b>No</b> </div> </div> <p><b>Please provide detail:</b> Although this is a Adults Service this is access and used by Children's services.</p>
<b>Action required:</b>

**12. Equality, diversity, cohesion and integration action plan**

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
For the contract framework to be awarded.	8 <sup>th</sup> August 2018	Contract in place	Katie Cunningham
Review of equipment no award.  Review of equipment specification at next tender if item still required	April 2019	Equipment on pricing schedule is awarded following tendering exercise	Katie Cunningham

**13. Governance, ownership and approval**

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Katie Cunningham	Service Delivery Manager	23 <sup>rd</sup> July 2018
<b>Date impact assessment completed</b>		<b>23<sup>rd</sup> July 2018</b>

**14. Monitoring progress for equality, diversity, cohesion and integration actions** (please tick)

- ☐ As part of Service Planning performance monitoring
- ☐ As part of Project monitoring
- ☐ Update report will be agreed and provided to the appropriate board  
Please specify which board
- ☒- Other (please specify) Contract framework procurement

**15. 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 impact assessment 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 impact assessments that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

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

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