

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.

Directorate: Adults & Health	Service area: Commissioning Services
Lead person: Trudie Canavan, Enterprise Development Officer	Contact number: 3783922

1. Title: Leeds Directory Proposal

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

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

The Leeds Directory information service is currently delivered by Care & Repair Leeds. The second and final 12 month extension of their contract commenced on 1 April 2018. The Leeds Directory service which has been in existence since 2005 and is an online source of information for health and social care staff as well as Leeds citizens that have care and support needs or a long term health condition and wish to access services which enable them to live independently. The site includes direct feedback from service users on the services they receive and organisations are star rated accordingly. The Directory has around 1800 services/organisations listed on it and is supported by a telephone helpline which runs from 9 am -5 pm Monday to Friday. The service currently reaches an average of 12,000 users per month.

A project to look at the re-commissioning options for the service commenced in early 2017 and after extensive research and consultation, an options appraisal took place. The recommendation from the options appraisal was to bring the service in-house

and utilising a dormant contract with PCG (Professional Consulting Group) for the provision of the Connect2Support platform to provide the replacement website.

The proposal to bring the service back in house service has TUPE implications but if carried out in a timely fashion will enable the new service to be mobilised without disruption to the current service.

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"> • 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)

The main users of the Leeds Directory information service are people with care and support needs, their carers and families, alongside health and social care professionals that are providing support to them. This will cover all equality groups but particularly older people, people with mental health needs, people with a visual or sensory impairment, people with a physical disability and learning disabled people.

The service is provided through an on-line website and a telephone helpline. This will continue to be provided if PCG deliver the website element and the curation/management of the service is brought in house and will have no negative impact on users.

- **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)

This is a universal access service which is free to access by all individuals/groups that have care and support needs or a long term health condition and their carers/families. As an open access services it is unlikely to have a different impact on different sectors of the community unless accessibility issues are not appropriately addressed. The aim of the service is to provide information to people who have care and support needs to enable them to live independently for longer in their community, thereby providing a positive impact on different equality characteristics.

To support this the service specification for the Leeds Directory was developed to take into account different equality and diversity characteristics to support accessibility of the service and take into account the different information people may need to support their independence.

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

As part of the service specification for the contract the provider of the website element of the service is required to consider the accessibility needs of all equality groups but in particular, those with a visual and sensory impairment, people with a physical impairment, older people, people with mental health needs, and learning disabled people.

When the curation/management of the service is brought in house from 1st April 2018, officers delivering the information service will be required to undertake equality monitoring of users of the service and take action where any issues are identified.

The on-going development of the service will also be informed by an advisory group which will include service user representatives. Any changes to the website element of the service will also include extensive user testing to ensure the site is fully accessible and also helps to people to find the information that best meets their needs.

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
Mick Ward	Chief Officer, Transformation & Innovation	18/17/18

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. For record keeping purposes it will be kept on file (but not published).

Date screening completed

10/07/2018

If relates to a Key Decision - **date sent to Corporate Governance**

Any other decision – **date sent to Equality Team (equalityteam@leeds.gov.uk)**