

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: Adult & Health	Service area: Access and Care Delivery
Lead person: Katie Cunningham	Contact number: 0113 3783264

Title: To approve the Authority to Procure a contract for the Supply of overhead tracking hoists and the repair, servicing and maintenance of various items of equipment for daily living

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

A delegated decision report is being taken on 16th May 2018 requesting the Director of Adults and Health Director of Adult Social Services to approve the authority to procure a five year contract and appoint suppliers for the supply of overhead tracking hoists and the repair, servicing and maintenance for various items of equipment for daily living.

This contract will bring together all aspects of maintenance and repairs of community equipment to ensure that the council is complying with the following regulations: the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Portable Appliance Testing (PAT) and The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

A procurement process will be undertaken in order to ensure that the Council obtains best value for money, in terms of fit for purpose products at the best price.

The procurement process will follow the open procedure but will include a Standard Selection Questionnaire, within which there will be a number of technical questions against which a potential provider will be assessed to ensure that they have the required experience and knowledge to undertake the requirements of the contract.

Using a contract will ensure that the council achieves the lowest possible prices for the products and services it is buying under this contract. Officer time will be saved by using the contract, rather than obtaining competitive quotes for individual items and orders.

The Leeds Community Equipment Service has a responsibility to provide high quality equipment for the people of Leeds which is maintained and repaired.

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).

<ul style="list-style-type: none"> • 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)
<ul style="list-style-type: none"> • 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)
<ul style="list-style-type: none"> • 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:	
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
Elizabeth Ward	Head of Service	18 th May 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.	
Date screening completed	18 th May 2018
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	