

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: Property & Contracts, Strategy and Investment
Lead person: John Sims	Contact number: 07712 216099

1. Title: Call off from the Re-Roofing and Associated Works framework for contractors to undertake 2019/20 housing planned works

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

A procurement. More specifically, undertaking a call off from a recently procured framework agreement to deliver works.

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

Replacement of roofs to residents' properties as required are an ongoing part of the housing capital programme, funded by the Housing Revenue Account (HRA).

During 2018/19 works were delivered by two external contractors, who were on the recently procured Re-Roofing and Associated Works framework agreement.

This framework was procured during 2017 - it commenced 1st April 2018 and is for a period of 4 years and a contract value of £8m. The framework contains four contractors with no guarantee to them of work. The annual contracts for works are expected to be placed with two contractors each year following a selection procedure that involves a price competition.

An Equality, Diversity, Cohesion and Integration Assessment was undertaken in Autumn 2016 as part of the development of the framework procurement and its recommendations taken into account in shaping the new contract arrangements and the requirements on any contractors.

In line with the Council's Contract Procurement Rules (3.1.6), a separate decision is needed to undertake a call off of for annual works under the framework and thus choose the contractors to be used to deliver from 1st April 2019. It is this decision that is the subject of the screening.

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?		No
Have there been or likely to be any public concerns about the policy or proposal?		No
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	Yes	
Could the proposal affect our workforce or employment practices?		No
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 		No

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 call off from the framework and resulting contracts will make sure that we can deliver replacements roofs as needed in council housing properties across Leeds. This will benefit residents – so they remain safe in good quality homes.

Any council housing resident in a property where roofing works are to be done would be affected by this, as it links to who will be carrying out the works and how they will do so.

Housing gather and maintain equality monitoring insight information, provided by residents, in relation to the equality characteristics of residents. It also gathers information about customer satisfaction with works delivered, and complaints.

- **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 approval call off from the framework and resulting contracts will ensure that Resources & Housing continues its service to maintain and invest in the housing stock it manages.

This should not impact differentially on different equality characteristics, or benefit some groups of residents compared to others.

Under the framework agreement and resulting contracts, some examples of requirements on contractors put in place include:

- Having a Resident Liaison Officer to engage and liaise with residents in relation to the works
- Setting out and working to a Resident Communications and Engagement Plan that's agreed by the council
- Abiding by a range of staff conduct requirements. These include ones related to Disclosure Barring Service (DBS) checks, and compliance with equality and diversity policy requirements in their conduct and in their performance of the works
- Keeping any personal data of residents safe and secure in line with current data protection laws, not sharing it with others, and destroying it in agreed timescales
- Meeting key performance targets including relating to works done on time, and customer satisfaction.

<ul style="list-style-type: none"> • Actions (think about how you will promote positive impact and remove/ reduce negative impact) <p>The call off from the framework and resulting contracts will have a positive impact on customers that have works done, helping to maintain their homes and ensure safety.</p> <p>Ongoing contract management activity with contractors will make sure that they are meeting their requirements.</p>
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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 (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		
Name	Job title	Date
Jon Andrews	Capital Programme Manager	18-10-2018
Date screening completed		18-10-2018

<p>7. Publishing</p> <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</p>
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was sent:	
For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: