

Appendix 4

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

Directorate: Adult Social Care	Service area: Commissioning
Lead person: Ian Brooke-Mawson	Contact number: 0113 378 1843

1. Title

Award of a contract to Carers Leeds to deliver an Information, Advice and Support Service for unpaid adult and parent carers in Leeds.

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 to the Director of Adults and Health recommending the award of a contract to Carers Leeds to deliver an Information, Advice and Support Service for unpaid adult and parent carers in Leeds.

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?		✓
Have there been or likely to be any public concerns about the policy or proposal?		✓
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	✓	
Could the proposal affect our workforce or employment practices?		✓
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 	✓	

*If you have answered **no** to the questions above please complete **sections 6 and 7***

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 provision of unpaid care is an important policy issue because it not only makes a vital contribution to the supply of care, but can also affect the health and wellbeing, employment opportunities, finances and social and leisure activities of those providing it.

Carers and other stakeholders were involved in the development of the service specification. A group of 3 carers were involved in the procurement exercise in line with the in line with the councils Service User Guide.

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 provider will be required to:

- Ensure that its services are appropriate for the diverse needs and circumstances of adult and parent carers in Leeds
- Ensure that the service is informed by high levels of carer involvement, for example involving carers in service development and regularly checking with carers with regard to service quality
- Work in a spirit of partnership with health and social care commissioners and providers in the statutory, voluntary and independent sectors.
- Engage with well-established forums and partnerships to provide a platform through which carers' voices will be heard, understood and responded to by local decision makers.

Actions

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

The new service model will be required to ensure equality of access for all carers. In order to do this the service will develop a plan to advance equality of access for carers with protected characteristics, paying particular attention, though not limited, to:

- Carers caring for people with different needs
- Carers from minority community groups who may have difficulties accessing the service for cultural, language or other reasons (for example LGBT+ and BAME)
- Female carers to identify positively as carers and overcome barriers which are related to stereotypes as 'natural' care-givers,
- Male Carers who are traditionally less likely to access support
- Working age carers and working carers
- Parent carers who are caring for a child with special educational needs or disability
- Carers where the condition of the cared-for person carries a stigma (for example, substance misuse, mental ill-health)

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
James Woodhead	Head of Commissioning (Integration)	19 th December 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.

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.

Date screening completed	14 th December 2018
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	