

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 and Health	Service area: Joint Commissioning Service
Lead person: Lana Northey	Contact number: 0113 3783844

1. Title: To waive Contract Procedure Rules (CPR) 8.1 and 8.2 using the authority set out in CPR 1.3 to enter into a new contract with Chapeltown CAB for a period of 12 months for the provision of the learning disability specialist advice service.

Is this a:

- Strategy / Policy**

 Service / Function

 Other

If other, please specify

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

I am screening a Delegated Decision report to the Director of Adults and Health requesting approval to waive Contract Procedure Rules (CPR) 8.1 and 8.2 using the authority set out in CPR 1.3 to enter into a new contract with Chapeltown CAB for a period of 12 months for the provision of the learning disability specialist advice service.

The current contract expires on 31st March 2019, with the proposed new contract commencing on 1st April 2019 and expiring on 31st March 2020. This extension is being requested in order to ensure continuity of 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. 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?		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)

This waiver to enter into a new contract with Chapeltown Citizens Advice Bureau (CAB) is being requested to ensure continuity of service.

Entering into a 12 month contract with Chapeltown CAB will bring the learning disability specialist advice service in line with the other learning disability day opportunity contracts, which come to the end of their second available 12 month contract extension on 31st March 2020.

The award of this 12 month contract will ensure service continuity whilst allowing officers to determine future commissioning arrangements for all learning disability day opportunities across the city. During this 12 month period there will be no changes made to the existing service provision, and therefore no changes to any particular groups of service users or prospective service users.

The project was created following extensive consultation with key stakeholders and remains popular with these groups. Since this contract commenced, the service had been monitored through quarterly returns and Commissioning Officer's visits to the service.

There has been no specific consultation regarding this 12 month contract as it does not involve a change to service delivery.

• **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 people supported by the learning disability specialist advice service have a range of complex needs, and many live with family carers.

Over the past 2 years, the service has focused on improving accessibility to people from black, asian and minority ethnic (BAME) communities. 32% of people that access the service are now from BAME communities which is a significant increase from 20% as reported in 2016.

Chapeltown CAB's premises are wheelchair accessible, and the service has a home visiting service available for clients who are unable to access the building independently due to health or disability.

The service has a high level of satisfaction and is extremely valued by those who use it and their families. The project is full to capacity which reflects the need for the specialist advice within the city. It enables people to access specialist advice and support in a way that is most appropriate to their needs. The team are able to provide advice on issues that are especially pertinent to people with learning

disabilities and their families, such as community care, welfare rights and public law.

The proposed 12 month extension to the current contract will not result in any changes being made to the current service.

- **Actions**

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

The proposed contract will continue to be performance managed by officers in the Joint Commissioning Team. This includes regular reviewing of performance information through quarterly monitoring submissions, regular meetings to review performance and to allow the provider to raise any issues and annual financial monitoring.

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
Janet Wright	Head of Commissioning	19.12.18
Date screening completed		19.12.18

7. 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 screening 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 screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening 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: