

# 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.

<b>Directorate: Adults and Health</b>	<b>Service area: Joint Commissioning Service</b>
<b>Lead person: Lana Northey</b>	<b>Contact number: 0113 3783844</b>

**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 HFT for a period of 12 months for the provision of the Keeping in Touch project.

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 HF Trust Limited (HFT) for a period of 12 months for the provision of Keeping in Touch.

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"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		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 HFT is being requested to ensure continuity of service.

Entering into a 12 month contract with HFT will bring Keeping in Touch 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 and meeting with staff and the people with learning disabilities who attend the service.

The service carries out its own evaluation each year through a survey. This year every member was sent an evaluation form with an 88% return rate. The feedback showed a very high level of satisfaction across the board.

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 project has several members who use wheelchairs, walking frames and other aids. They make sure that a good proportion of their events are in accessible venues and publish information about the accessibility of each venue so members can choose appropriately.

Keeping in Touch provides a range of events that are suitable for people of different cultures and religions. The contract specifies that Keeping in Touch will provide targeted provision for people with learning disabilities from BME communities. It offers activities that meet the social needs of people with learning disabilities from BME communities including male only, female only and mixed events at venues that are familiar and appropriate for people with learning disabilities from BME communities.

Keeping in Touch utilises staff members and volunteers that speak the language of customers from BME communities within the targeted provision. The project raises awareness of the service within BME communities and service providers that have a

BME client base.

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
<b>Date screening completed</b>		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](mailto: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

Date sent:

<b>Governance Services</b>	
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: