

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: Children and Families Services	Service area: Children Looked After
Lead person: Pat Michael	Contact number: 85423

1. Title: Head of Commissioning and Market Management

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

The authority maintains a register of approved foster carers for the purposes of providing care for Children in the care of the authority. To enhance the wellbeing and the environment in which the children and young people are placed it is necessary to provide a range of supplies and equipment. This service will be extended to include setting up home supplies for young people leaving care.

Currently purchases are undertaken on an ad-hoc basis from a range of providers including large commercial outlets, second hand and charity shops. There is no formal arrangement in place to assure quality or challenge delivery terms and breaches.

A few of these providers are under a temporary arrangement of consolidated providers. Officers engage with these providers in dialogue to obtain the best product available, the best price available and an appropriate delivery timescale that will meet the needs of the child or young person placed. This process is ineffective and

time consuming.

It is intended to undertake a formal procurement in respect of these equipment /supplies using the council's contracts procedure rules. This will formalise contracts with successful bidders to ensure the supply of high quality equipment that meet the needs of children and young people and deliver value for money for the council.

We are looking to commission the service with a framework contract starting on 1st September 2019. A soft market sounding exercise will be undertaken as part of this process.

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).

- **Actions**

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

This proposal will have no effect on the equality, diversity, cohesion and integration of Leeds City Council's service users, but in order to promote positive impact,

- Consultation with stakeholders, including providers, children and young people representatives and parents/carers has been undertaken and will continue at every stage of commissioning.
- A reshape of the service will ensure all potential bidders have equal opportunity to bid for the service.
- A reduction in unnecessary duplication of officer/contractor dialogue time as the specification will inform the contract and every item will be listed and priced up as part of the procurement.
- There will be a consistency of service and messages for all providers on the framework.
- The contract is monitored on a quarterly basis to ensure the provider is delivering against the specification. Any non-compliance of the contract will be actioned appropriately by the Contracts Officer.

5. If you are **not** already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment**. N/A

Date to scope and plan your impact assessment:	N/A
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Date to complete your impact assessment	N/A
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Lead person for your impact assessment (Include name and job title)	N/A
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6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Joel Hanna	Head of Service (Looked After Children)	

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.

Please send a copy to the Equality Team for publishing

Date screening completed	03/07/2018
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	