

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's Services	Service area: Sufficiency and Participation
Lead person: Darren Crawley	Contact number: 0113 37 87227

Title: Assessing the consultation process of the proposal to permanently expand Micklefield Church of England (Voluntary Controlled) Primary School from September 2021

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

The proposal seeks to ensure a sufficiency of school places in the area.

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

The Education Act 1996 places a duty on local authorities to ensure there are sufficient school places for all children living in its area. The local authority (LA) is also required to promote choice and diversity, and therefore must also ensure that there are a range of options available to parents.

The proposal is to permanently expand Micklefield Church of England (C of E) VC Primary School (PS) on its existing site from a capacity of 140 pupils to 210 pupils with an increase in the admission number from 20 to 30 with effect from September 2021.

This screening form looks at the equality considerations that have taken place in order to ensure that the consultation and stakeholder engagement process that is required for this proposal is fair and addresses equality, diversity, cohesion and integration from the outset and throughout.

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?		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)

The proposal is to permanently expand Micklefield C of E PS on its existing site from a capacity of 140 pupils to 210 pupils with an increase in the admission number from 20 to 30 with effect from September 2021.

The demographics of the area were considered in developing the proposal, along with parental preference trends, projections and housing data, and it was concluded that additional capacity is required to address new housing that is due to be built in Micklefield. The types of schools in the wider area were also considered, to ensure Leeds City Council adheres to its legal duty of ensuring parents are offered choice and diversity.

Consultation on this proposal took place between 28 January and 4 March 2019 to seek the views of parents/carers, local residents and other stakeholders during an informal/pre-consultation. The usual length of time to run a pre-consultation is four weeks, however in this case we extended this to five due to the school holidays which occurred during the consultation period. During this period we ran an on-line survey and consulted with various stakeholders including; parents/carers of pupils at the school, pupils via school council, governors and staff at the school, staff unions, local residents, nearby schools, York and Leeds Dioceses, ward and parish councillors, MP.

To ensure maximum engagement with families we asked the school to promote the consultation on the proposal via the school website and a consultation leaflet was sent to parents/carers via book-bags. Facebook posts highlighting the consultation were made on the 'Friends of Micklefield PS' page and shared via the 'Micklefield Community' page. A consultation leaflet highlighting the reasons for the consultation and the timings of the consultation drop-in meetings was distributed to residents living closest to the school. Information was distributed widely, including to other local schools, via local Early Years providers, on the Leeds City Council website, the Family Information Service website, Twitter and Facebook. Posters advertising the consultation were displayed in the local community. Meetings were held with the governors, staff and school council of Micklefield C of E PS.

Informal community consultation drop-in sessions took place to give parents/carers, residents and anyone interested in the proposal the opportunity to meet council officers, ask questions and to share their views. In order to enable productive discussions at these sessions, representatives from a number of different Leeds City Council (LCC) teams attended. These included:

- Sufficiency and participation team – responsible for monitoring the need for school places in an area and planning the provision that meets that need;
- City Development service – responsible for planning the buildings required for school places;
- Highways team – responsible for assessing the highways impact of proposals and producing transport statements for planning purposes;

One session was held to coincide with school drop off at the start of the day and an evening meeting also took place to assist working parents/carers and residents or for those who could not attend the morning session.

A meeting was also held with school council members to seek the views of pupils who would be impacted by any changes to the school.

Stakeholders were able to give their views on the proposals by completing an on-line survey, by emailing or by writing to us. The length of consultation and the variety of methods

in which people could respond to the consultation were intended to make the consultation open to all and was in line with DfE guidance.

This consultation was planned thoroughly, with consideration of the variety of ways in which the proposal can affect different stakeholders in differing ways. In order to ensure a thorough consultation with maximum engagement, consideration was given to; the length of the consultation period, the timings of the drop-ins, the communication channels and the promotion of the consultation.

Equality and Diversity monitoring questions were included on the on-line survey in order to assess the engagement of those with protected characteristics in order to ensure the consultation process was open to all.

- **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)

From the equality impact screening the sufficiency and participation team found that this proposal would have a positive effect on some of the 6 categories listed below;

- Age
- Gender
- Religion
- Ethnicity
- Disability
- Sexual orientation

The additional learning places would create more opportunities for more pupils to be supported in a way that meets their individual needs, regardless of gender, religion, ethnicity, disability or sexual orientation, in an inclusive school setting. This proposal supports that aim and would not have an adverse impact on any child or young person who attends the school included in this proposal.

The school's existing ethos and any new accommodation provided would help to ensure that all children who attend can take a full part in the school curriculum in an environment that supports and protects their own individual equality characteristics. Expansion of the existing school will ensure that it continues to support the needs of its community by providing more places for local children.

Any new accommodation would meet the Equality Act 2010 and would therefore be accessible for all.

- **Actions**

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

Following the close of the consultation period, we will:

- Summarise the feedback from all respondents in a report to Executive Board;

- Keep all key stakeholders up to date on any developments regarding this proposal;
- Publish any updates on the Leeds City Council website for anyone to view; and
- Provide updates to those who requested updates on their consultation response forms.

Should the proposal progress to the Statutory Notice stage, we would:

- Follow DfE guidance on publishing a Statutory Notice;
- Publish the Statutory Notice on the Leeds City Council website;
- Request that Micklefield C of E PS publish the Notice on their own website; and
- Share the details of the Statutory Notice with key stakeholders

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
Darren Crawley	Sufficiency and Participation Manager	4 March 2019
Date screening completed		4 March 2019

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	Date sent:

Decisions – sent to appropriate Directorate	
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: