

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: Tracy Waud	Contact number: 0113 37 87231

Title: Assessing the informal and formal 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.

Pre-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. The EDCI presented to Leeds City Council's Executive Board in April 2019 provides detail about how the pre-consultation was promoted, the types of consultation meetings that were held and how public engagement with the consultation was encouraged.

Following on from this pre-consultation a Statutory Notice was published in the Yorkshire Evening Post on 6 May 2019. Copies of the Statutory Notice were displayed at the entrance to the school and on lampposts in the area near to the school. The full proposals were posted on the school website and on the Leeds City Council website and parents/carers at the school informed, along with any stakeholder who responded to the pre-consultation where contact details were provided. Other local schools and the Dioceses were also informed about the proposals along with ward and parish councillors and community groups. The proposal was also promoted via the Child Friendly Leeds and Leeds City Council Facebook pages and tweeted via the Family Information Service.

The wide range of methods used to promote the proposals within the community reflected the fact that Micklefield has a mixed demographic that uses various means of communication, including social media and more traditional communication methods.

- **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)

If the proposal was taken forward, the additional primary places would be made available in reception from September 2021. All parents/carers would therefore have the option of applying for these places or at alternative schools.

During the consultation process, all views and responses were considered equally. If the proposal was approved, during the design and planning process for new school accommodation, the plans would be shared with stakeholders and consulted on. Any new accommodation to facilitate the expansion of the school would be compliant with the Equality Act 2010. This would ensure that the building was accessible to all users; students, staff and visitors.

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
Tracy Waud	Sufficiency and Participation Manager	13 May 2019
Date screening completed		13 May 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 Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: