

## Appendix 3 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:</b> Adults and Health	<b>Service area:</b> Integrated Commissioning
<b>Lead person:</b> Ian Brooke-Mawson	<b>Contact number:</b> 0113 378 1843

<b>1. Title</b>
<b>Community Based Short Break Service</b>
Is this a:
<input type="checkbox"/> <b>Strategy / Policy</b> <input checked="" type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

<b>2. Please provide a brief description of what you are screening</b>
A delegated decision report to the Director of Adults and Health recommending the award a contract to deliver community based short break services from 1 <sup>st</sup> November 2019.

### 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?	✓	
Have there been or likely to be any public concerns about the policy or proposal?	✓	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	✓	
Could the proposal affect our workforce or employment practices?		✓
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>	✓	

If you have answered **no** to the questions above please complete **sections 6 and 7**

### 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 provision of unpaid care is an important policy issue because it not only makes a vital contribution to the supply of care, but can also affect the health and wellbeing, employment opportunities, finances and social and leisure activities of those providing it.

Carers and other stakeholders were involved in the development of the service specification. A group of 2 carers were involved in the procurement exercise in line with the in line with the councils Service User Guide

### 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)*

Service providers will be required to at all times be respectful of the diversity of all the protected groups and shall endeavour to gain prior agreement with the carer/cared-for person if they wish to assign different gender staff where the cared-for person has expressed a preference.

In assigning staff, service providers will ensure that the skills and experience of the care worker meet the needs of the cared-for person, including cultural, religious and ethnicity and/or communication needs.

Service providers will ensure that all staff are familiar with and proactively promote other services and support for adult carers in Leeds, for example the Carers Information, Advice and Support Service, the Carers Emergency Planning Scheme, the Digital Resource for Carers.

### Actions

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

In performing the contract service providers must comply with the Equality Act 2010 and have due regard to the obligations contemplated by section 149 of the Equality Act 2010. The service specification states that service providers must not discriminate between or against people who use the service.

The service will be monitored against Leeds City Council's Quality Management Framework (QMF). The QMF aims to enable organisations to demonstrate that quality services are being delivered, to identify areas where improvements need to be made and to demonstrate that there is a culture of continual improvement.

**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
James Woodhead	Head of Commissioning (Integration)	4 <sup>th</sup> July 2019

## 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.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

<b>Date screening completed</b>	4 <sup>th</sup> July 2019
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	