

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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

| | |
|---|-------------------------------------|
| Directorate: Resources & Housing | Service area: HR |
| Lead person: Gemma Taskas | Contact number: 07712 214486 |

1. Title: Tender for the Contract for provision of Executive Search & Selection

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

Since April 2016, the council entered into a framework contract for the provision of Executive search and selection, which expires on 31st January 2020 It is proposed by means of a Delegated Decision Report to gain approval to proceed with a competitive procurement exercise to re-procure this service provision. This screening determines the likely impact of the extension on equality, diversity, cohesion and integration.

1. 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? | ✓ | |
| 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">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations | ✓ | |

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)
Criteria written into the contract specification ensured that providers bidding for it would meet the council's requirements. This involves consideration of the diversity of the submitted candidates for each selection exercise plus regular discussions at contract management meetings on wider opportunities to positively influence these factors. .

- **Key findings**

By continuing to have a number of suppliers on the framework and those suppliers bidding for each selection exercise there can be a continued emphasis placed on the consideration of diversity in each recruitment exercise.

- **Actions**

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

To use this opportunity to increase diversify at a senior level its contracted workforce through this recruitment provision. The teams managing the individual recruitment exercises will continue to challenge the chosen providers on the need to provide a diverse list of candidates with in each recruitment exercise.

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 |
| Gemma Taskas | Deputy Chief Officer HR | 1/8/19 |
| Date screening completed 1/8/19 | | |

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: |