

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

<b>Directorate: Resource &amp; Housing</b>	<b>Service area: Housing Leeds</b>
<b>Lead person: Louise Batterby / Mick Field / Richard Padget</b>	<b>Contact number:</b>

## 1. Title:

Is this a:

☐

**Strategy / Policy**

☒

**Service / Function**

☐

**Other**

**If other, please specify**

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

**The project team is screening the procurement of the provision of asbestos Analytical**

**The purpose is to procure contractors for the Asbestos Air monitoring services for Leeds City Council. The contract will be managed by the Asbestos Team**

### 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"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>		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 strategy will consider the diverse needs of LCC tenants, personnel and leaseholders, due regard will be given to;

- ☐ Tenant/LCC personnel engagement; reviewing the impact the service will have on different characteristic groups (delays in accessing properties, schools and LCC buildings communicating with tenants/LCC personnel who are visually/hearing impaired, barriers for tenants/LCC personnel who do not speak English as their First language). Any issues relating to delays in accessing properties, schools or LCC buildings will be reported to the relevant LCC Technical Support Officer Or Supervisor at LBS.

- ☐ Equality and diversity training; contractor staff will be encouraged to undertake training to ensure all aspects of equality and diversity are understood and Implemented positively during service delivery. Any concerns that arise during service delivery will be dealt with in a professional and appropriate manner, in line With the contractors equality and diversity policy.

- ☐ Whilst the core hours of this service are 8am-5pm Appointments are made with Tenants at weekends and after 5pm. However, these can incur overtime rates and

- ☐ The service will use carers as well as interpreters to communicate with tenants. If They require such a service. As a result of intelligence gathered on customers (from surveys, Annual Tenancy Visits etc.), flags are placed on the IT systems to advise staff in the Asbestos teams as well as being interfaced to contractors to Advise them of additional needs (such as interpreting) required by customers.

- **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)

The strategy aims to harmonise existing services citywide

- ☐ Consultation will be carried out to review and improve service delivery to ensure the equality and diversity needs of everyone are taken into consideration during implementation of the strategy.

- ☐ Methods of consultation and engagement (once the contract is in place) will

include; the LCC STAR survey, tenant & client satisfaction surveys, corporate focus groups and tenant groups including housing advisory panels.

- **Actions**

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

Positive action will be taken to ensure various methods of communication and engagement are implemented during service delivery, without discriminating against any tenants/clients with protected characteristics.

☐ Ongoing equality training and development for the contractor is strongly encouraged, incorporating the contractors policies. In all instances the contractor should be mindful and respectful of individual circumstances, having due regard to the diverse profile of tenants/clients.

☐ Complaints from tenants, LCC personnel and leaseholders will be logged by the contractor in line with LCC's complaints procedure. Action will be taken to reduce complaints to improve service delivery (e.g; recognising an increase in specific complaints), by ensuring that the contractor and LCC are compliant with their complaints policies and procedures - responding to complaints effectively within set timescales.

☐ LCC's Customer Relations Team will monitor complaints regarding access delays to identify trends.

**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:	N/A
Date to complete your impact assessment	N/A
Lead person for your impact assessment (Include name and job title)	N/A

## 6. Governance, ownership and approval

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

Name	Job title	Date
Mick Field / Richard Padget	Technical Services Manager/Senior Asbestos Officer	
<b>Date screening completed</b>		

## 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](mailto: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 <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: