

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: Adults and Health	Service area: Adult Commissioning
Lead person: Rosemary Brookes	Contact number: 0113 3783834

1. Title: Request to waive Contract Procedure Rules (CPR) 9.1 (requirement of competition) and 9.2 (invitation of a minimum of four written tenders), using the authority set out in CPR 1.3, to enter into a 7 individual interim contracts with Advonet, Connect in the North, Hamara Healthy Living Centre, Health for All (Leeds) Ltd, The Conversation Volunteers, Chapeltown CAB and HF Trust Limited for a period of 12 months, with the option of an extension for up to a further 12 months, for the provision of a variety of learning disability day opportunities and information and advice.

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

I am screening a Delegated Decision Report to the Director of Adults and Health, requesting approval to waive Contract Procedure Rules (CPRs) 9.1 and 9.2, using the authority set out in CPR 1.3, to enter into a 7 individual interim contracts with Advonet, Connect in the North, Hamara Healthy Living Centre, Health for All (Leeds) Ltd, The Conservation Volunteers, Chapeltown CAB and HF Trust Limited for a period of 12 months, with the option of an extension for up to 12 months, the provision of a variety of learning disability day opportunities and information and advice. The services are as follows:

- Advonet, Leep1 (User-led day opportunities)
- Connect in the North, Through the Maze (Information and Signposting Service)
- Hamara Healthy Living Centre, HALO (South Asian Day Support)
- Health for All (Leeds) Ltd, The Bridge (South Leeds Day Support)
- The Conservation Volunteers, Hollybush (Environmental and Gardening Project)
- Chapeltown CAB, Learning Disability Specialist Advice Service
- HF Trust Limited, Keeping in Touch Project £80,894.00

All of these current contracts expire on 31st March 2020, with the proposed 12 month interim contracts commencing on 1st April 2020 and expiring on 31st March 2021.

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)

All of the above contracts deliver projects for adults with Learning Disabilities in Leeds. The recommendation to award interim contracts with these projects will ensure continuity of service, with no proposed changes to current service delivery as part of these interim contracts. However, any adjustments to the service model or service costs following ongoing reviews will involve consultations with the provider, service users, carers and other stakeholders.

All of these services were created following extensive consultation with key stakeholders, including people with learning disabilities and carers, in conjunction with the Learning Disabilities day opportunities modernisation project. These services have all continued to receive positive feedback from those that access them.

Moreover, ongoing contract management takes place with the services through contract monitoring meetings, regular communication and quarterly monitoring submissions. This contract management has demonstrated good outcomes for people accessing these services.

- **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)

These services support and promote integration and independence of adults with Learning Disabilities.

There is a review taking place across all current Learning Disability provision for adults in Leeds. One aspect of this review will be to analyse the expenditure on Learning Disability day opportunities across the city, including services that we commission through a grant or contract and services that are 'spot-purchased' on an individual basis. This work involves a large piece of data gathering to understand the whole offer in and around the city, and the value for money of each service. It is anticipated that this will inform future options in terms of re-commissioning.

<p>• Actions (think about how you will promote positive impact and remove/ reduce negative impact)</p> <p>The proposed interim contracts will continue to be performance managed by officers in the Working Age Adults Commissioning Team. This includes regular reviewing of information provided through quarterly monitoring submissions, regular meeting with the provider to review and discuss performance and annual financial monitoring. As part of this monitoring, equality characteristics are considered.</p>

<p>5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.</p>	
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

<p>6. Governance, ownership and approval Please state here who has approved the actions and outcomes of the screening</p>		
Name	Job title	Date
Aidan Smith	Head of Commissioning	17.01.2020
Date screening completed		17.01.2020

<p>7. Publishing</p> <p>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.</p> <p>A copy of this equality screening should be attached as an appendix to the decision making report:</p> <ul style="list-style-type: none"> • 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. <p>Complete the appropriate section below with the date the report and attached screening was sent:</p>	
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:

