

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. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

<b>Directorate: Resources and Housing</b>	<b>Service area: Housing Leeds</b>
<b>Lead person: Emma Watson</b>	<b>Contact number:</b>
<b>Date of the equality, diversity, cohesion and integration impact assessment: November 2019</b>	

<b>1. Title: Multi storey flats window cleaning</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>

**2. Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service, specialist</b>
Michael Field	Housing Leeds	Manager of service

<b>3. Summary of strategy, policy, service or function that was assessed:</b>	
Approval of procurement route for the window cleaning of multi storey	

**4. Scope of the equality, diversity, cohesion and integration impact assessment**  
 (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

<b>4a. Strategy, policy or plan</b> (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
<b>Please provide detail:</b>	

<b>4b. Service, function, event</b> please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service (by contract or grant)	<input checked="" type="checkbox"/>
<b>Please provide detail:</b> Housing Leeds wish to carry out an open procedure procurement, to formalise a contract to deliver Window Cleaning Services to Multi-Storey Flats within the Housing Leeds area of responsibility	

**5. Fact finding – what do we already know**

Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

**Are there any gaps in equality and diversity information**  
**Please provide detail:**

**Action required:**

**6. Wider involvement – have you involved groups of people who are most likely to be affected or interested**

Yes

No

**Please provide detail:**

For the first procured contract a brief was submitted to the high rise project group which includes tenants living in the high rise who have a keen interest on all services provided to the high rises tenants. The group was invited to comment on the proposals and tenant representatives invited to join the procurement team. It is not necessary to repeat this process for this procurement.

**Action required:**

**7. Who may be affected by this activity?**

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

**Equality characteristics**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Age                  | <input type="checkbox"/> Carers             | <input type="checkbox"/> Disability         |
| <input type="checkbox"/> Gender reassignment  | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion or Belief |
| <input type="checkbox"/> Sex (male or female) | <input type="checkbox"/> Sexual orientation |   |
| <input type="checkbox"/> Other                |   |   |

(for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)

**Please specify:**

**Stakeholders**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Services users | <input checked="" type="checkbox"/> Employees | <input type="checkbox"/> Trade Unions         |
| <input type="checkbox"/> Partners                  | <input type="checkbox"/> Members              | <input checked="" type="checkbox"/> Suppliers |
| <input type="checkbox"/> Other please specify      |   |   |

**Potential barriers.**

- |  |  |
|--|--|
| <input type="checkbox"/> Built environment             | <input type="checkbox"/> Location of premises and services |
| <input type="checkbox"/> Information and communication | <input type="checkbox"/> Customer care                     |
| <input type="checkbox"/> Timing                        | <input type="checkbox"/> Stereotypes and assumptions       |
| <input type="checkbox"/> Cost                          | <input type="checkbox"/> Consultation and involvement      |

specific barriers to the strategy, policy, services or function

**Please specify**

**8. Positive and negative impact**  
Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

**8a. Positive impact:**

**Action required:**

**8b. Negative impact:**

**Action required:**

**9. Will this activity promote strong and positive relationships between the groups/communities identified?**

Yes

No

**Please provide detail:**  
Window cleaning will not affect relationships between groups and community

**Action required:**

N/A

<b>10. Does this activity bring groups/communities into increased contact with each other?</b> (e.g. in schools, neighbourhood, workplace)	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Please provide detail:</b> Window cleaning will not bring groups and community into increased contact	
<b>Action required:</b>  N/A	

<b>11. Could this activity be perceived as benefiting one group at the expense of another?</b> (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Please provide detail:</b> Window cleaning benefit all in the high rises equally	
<b>Action required:</b>  N/A	

**12. Equality, diversity, cohesion and integration action plan**

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>

**13. Governance, ownership and approval**

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date

**14. Monitoring progress for equality, diversity, cohesion and integration actions** (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board  
Please specify which board
- Other (please specify)

**15. Publishing**

This Equality, Diversity, Cohesion and Integration impact assessment will act as evidence that due regard to equality and diversity has been given.

If this impact assessment 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.

A copy of **all other** Equality and Diversity, Cohesion and Integration impact assessment's should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

<b>Date impact assessment completed</b>	<b>30/11/19</b>
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>	<b>12/12/19</b>