

# 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:</b> Resources & Housing	<b>Service area:</b> Leeds Building Services
<b>Lead person:</b> Craig Simpson	<b>Contact number:</b> 01133785416

1. Title: Approval to use Contract Procedure Rule (CPR) 10.2 and award a contract under Regulation 32(2)(b)(ii) of the Public Contract Regulations 2015 - Negotiated Procedure without prior publication of a Contract Notice for the provision of Totalmobile Connect.

Is this a:

☐

**Strategy / Policy**

☒

**Service / Function**

☐

**Other**

**If other, please specify**

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

This screening has been made on the impact of replacing the current IT system used by Leeds Building Services (LBS) - Total Repairs, (incorporating Total Mobile, Optimise, and Sub-contractor portal) as a mechanism to receive jobs, allocate work, recharge and pay invoices, with a new Cloud based IT system called Total Connect

The Council's current contract expires February 2021, and the supplier has advised they will no longer be in a position to support the system beyond the current contract end.

Given the limitations with the current system, and the product reaching its end of life and therefore unsupported, LBS is looking to procure Total Connect as a robust IT system needed to support the impending growth of LBS.

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### 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 procurement of the Connect product is a replacement of an existing IT system, it is an upgrade therefore the majority of stakeholders currently use, or have access to system. As a result this will minimise impact on users in terms of equality, diversity, cohesion and integration.

Through consultations with LBS and Digital and Information Services (DIS) staff we have been capturing the business requirements of a new IT system which will lead to further automations in the process and changes in some of the daily roles of staff. Staff may see a change in responsibilities.

Once procured we will have user groups in the various areas of the business to assist in the development of the process changes. Staff will be updated monthly as to potential changes.

The current staff requirements for use of IT devices will be audited and those requiring additional needs will be identified and incorporated into the roll out process

Training sessions conducted in house will capture any additional needs of individual service users in the course of the roll out of the programme and the service will look to accommodate this in line with LBS current processes.

• **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)

As this procurement is of a service to replace an existing IT System used in the business. It such we do not anticipate a full impact assessment being required.

Positives-

- Streamlining of process should lead to efficiencies in the business, and help support LBS and CEL's long term vision
- Clients should see the improvements in services
- Improved skill set for staff in developing IT
- Uniformity across LBS in terms of systems and processes

Negative –

- There will be some disruption in services during the transition.
- Processes will change as a result of the roll out of this product which may lead to staff roles being amended
- Some staff may need additional training to work in a more automated environment

- **Actions**

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

Effective Communications with Stakeholders

Continued / regular consultation with staff and Trade Unions

Services will take ownership of any changes identified in working practices

User groups from the business to inform process change

Training session

**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

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

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Craig Simpson	Head of Service	20.05.20
<b>Date screening completed</b>		20.05.20

## **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: