

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

<b>Directorate: Civic Enterprise Leeds</b>	<b>Service area: Passenger Transport</b>
<b>Lead person: Richard Jackson</b>	<b>Contact number:</b>

**1. Title:**

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Is this a:

**Strategy / Policy**
                 
  **Service / Function**
                 
  **Other**

**If other, please specify**

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

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The provision of a new framework agreement for the authority that will assist the department with the supply of passenger transport services for vulnerable people across Leeds.

This service enables vulnerable children and adults to access vital services organised by the authority.

The transport requirement is accessed after assessment of the client’s need by Leeds City Council employees.

**1. Relevance to equality, diversity, cohesion and integration**

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/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 and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	Yes	
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 X 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)

Some possible issues created by the likely ethnical background of some of those likely to want to apply for or carry out this work.

A higher than usual proportion of the workforce in the taxi & private hire sector use English as a second language. A large proportion of this workforce is Islamic in religious belief.

These two factors need to be addressed as:

1. Poor understanding of, or use of; English could result in Passenger Transport's vulnerable clients being put at risk. If a driver is unable to understand instructions on how to look after or transport our client(s) then our client(s), the driver and other road users are possibly at risk of harm when undertaking the work.

Despite the fact that English is a second language for many of the workforce. All licensed taxi & private hire drivers (Leeds) have to sit an English comprehension test as part of their application.

2. Due to large proportions of the workforce being practicing Muslims, consideration will be needed around service provision on religious festivals and Friday prayers. During these periods, it may be difficult to resource certain contracts called off the proposed framework.

• **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)

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

Ensure that our communication in relation to our service is written in plain English and that support is offered via Officers at Passenger Transport to explain any requirements we have verbally if needs be.

Ensure that those working with us are licensed by Taxi & Private Hire. Thus, they will of

undertaken the English comprehension test.

**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**

Richard Jackson

Head of Service

8<sup>th</sup> September 2020

### **7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening 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** screening'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).

**Date screening completed**

8<sup>th</sup> September 2020

If relates to a Key Decision - **date sent to Corporate Governance**

Any other decision – **date sent to Equality Team (equalityteam@leeds.gov.uk)**