

## 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> Isaac James	<b>Contact number:</b> n/a

**1. Title: DN527681 (formally DN465697) - specialist contractors to support Leeds Building Services with the delivery of multi trade responsive repairs and planned schemes to non-housing properties**

Is this a:

**Strategy / Policy**

**Service / Function**

**Other**

**If other, please specify**

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

Leeds Building Services (LBS) deliver works across the organisation to civic estate buildings including schools, museums, offices and other non-housing stock.

LBS sub-contract out certain elements of work where they do not have the direct labour resources to carry out the works internally. Generally these works are either specialist repairs or to cover fluctuations in resource levels. The proposal is for LBS to procure multi-trade contractors to support LBS with responsive repairs and small works as well as for larger planned schemes for the civic estate stock.

### 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)

- Job security helps to tackle poverty. The LBS workforce and the incumbent contractors have been considered.
- The tender process will include relevant questions to encourage equality, diversity, cohesion and integration.
- The procurement route will ensure fairness between contractors and for SMEs.

• **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)

- There will be no negative impact on the different equality groups.
- As the sub-contractors will only be used where LBS do not have the resources to carry out works, the LBS internal workforce will not be negatively affected by their appointment. Additionally, there are already multi-trade contracts so there will be little impact.
- As there are already contracts in place, the incumbent contractors and their workforce may be affected if the new contract is awarded elsewhere. TUPE has been considered and letters have been sent for contractors to provide workforce information for those significantly involved in the current arrangements. This enables transfer to the new contract if possible to protect their jobs.
- Questions related to Employment & Skills / Social Value will be included in the tender documents to ensure the winning contractor(s) have measures in place to positively impact the different equality groups and benefit the wider community.
- The maintenance of public buildings will allow the continued integration of communities to come together in public spaces.
- An OJEU complaint procedure will be used for the tender so the opportunity will be available publicly to ensure fairness, transparency and accessibility for SMEs.

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

- Ensure the procurement and tender process is carried out fairly and compliantly.
- Ensure inclusion of Employment & Skills / Social Value questions in the tender as outlined in above section.

**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
Craig Simpson	Head of Leeds Building Services	March 2021
<b>Date screening completed</b>		March 2021

**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: