

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

<b>Directorate: Resources</b>	<b>Service area: Facilities Management</b>
<b>Lead person: Jane Harwood</b>	<b>Contact number: 37 84422</b>

<b>1. Title:</b>	To award a contract under the Council’s Office Furniture Framework Agreement and to vary the specification		
Is this a:	<input checked="" type="checkbox"/> <b>Strategy / Policy</b>	<input type="checkbox"/> <b>Service / Function</b>	<input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>			

<b>2. Please provide a brief description of what you are screening</b>
<b>Placing a call off order under the existing furniture contract for 12 months with the option to extend for a further 6 months</b>

<p><b>3. Relevance to equality, diversity, cohesion and integration</b></p> <p>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.</p> <p>The following questions will help you to identify how relevant your proposals are.</p>
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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?		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)

Consultaion with colleagues in HR, H&S and the council Access Officer have led to some variations to the standard offering of furniture. These changes all seek to improve the office environment individuals. The products and layouts of offices are subject to a trial which will occur when staff return to the office. Based on the feedback and further consultation (currently in the planning stages) the standard offering of furniture will be modifies prior to going out to procurement.

Moving to a more collaborative working environment means moving away from standard desking and chairs (all of which have been rigorously tested and modified over the years to ensure they are accessible) to more soft seating and different types of spaces.

The variation includes high back sofas and arm chairs based on feedback of the soft seating in the previous procurement. The variation also includes larger media booths that are more accessible.

The option of digital lockers is being explored which is rolled out would be more accessible than the standard key locker.

- **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)

Collaborative working areas give an opportunity for colleagues to meet and work in a different way. Consideration needs to be taken of those staff who need quiet workspaces and have specialist equipment.

Movable screens and acoustic barriers will be trialed over the duration of the contact period. Different layouts will be created and trialed as well as the introduction and plants and colour.

- **Actions**

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

**Gain feedback from staff on the furniture to be varied as well as acquire sample furniture through our furniture supplier over the duration of the variation.**

**All layouts and designs for collaboration spaces to be reviewed by the council's access officer and representatives from the DAWN network.**

**Communications plan to be drafted to ensure that collaboration spaces are trialed and feedback on the furniture is received.**

**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)	
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**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>
Richard Jackson	Head of Facilities Management	19/05/21

**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**

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

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