

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:Adults and Health</b>	<b>Service area: Working Age Commissioning</b>
<b>Lead person: Iris Berkeley</b>	<b>Contact number: 0113 3787856</b>

**1. Title:** : Adults and Health and Children’s Services are seeking to use the provision in Public Contract Regulations 2015, Regulation 32(2) Negotiated Procedure without prior publication to enter in to a contract with Leeds Centre for Integrated Living (LCIL) for 6 months, with an additional extension period of up to 6 months to the maximum value of £779,840 for the provision of Direct Payment Support Service from the 1<sup>st</sup> December 2021.

Is this a

**Service / Function**

X

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

I am screening a delegated decision report to the Director of Adults and Health seeking the above provision to enable the current Provider to continue its service delivery whilst a revised procurement process takes place; the facilitation of a six month mobilisation period to cover the anticipated transfer of staff under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) if required, and to enable the return of advice information and guidance, and PA recruitment element of the service in-house along with the TUPE transfer of relevant members of staff.

### 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)

Directorate of Adults and Health (lead commissioner) with Children and Families and Leeds Clinical Commissioning Group, contacted approx. 900 personalised direct payment holders. Approx 180 people responded either through attendance at 'Drop In's across the city; completion of a questionnaire, email and/or telephone conversations, in sharing their experiences of accessing direct payment services as well as commenting on how future services could be improved. A report of the findings have been completed and will be made available to all direct payments holders and interested stakeholders.

The Direct Payment Project team are in consultation with EPIC a children/family service user led support group and a volunteer from Leeds CCG to participate and contribute in the procurement exercise as well as participate in future performance monitoring meetings.

- **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)

The findings of the consultation events have been instrumental in shaping all aspects of the service specification. The majority of recommendations from the consultation have been embedded in the description of the service and the key performance indicators in the specification to ensure that the future service provider clearly evidences communication, participation and involvement with intended service users.

#### **Provision of Public Contract Regulations 2015, Regulation 32(2) Negotiated Procedure without prior publication**

Through the ongoing performance management of the service, equality and diversity information is collected on a quarterly basis and used to develop the service in a way that promotes diversity and inclusion. In addition, this request allows continuity of service, and no significant changes will be made to the service during this time. It can therefore be argued that the decision will not result in any adverse impact on any specific protected characteristics, as the service will continue to be delivered in the way it currently is.

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

The Public contract Regs 2015, Reg 32(2) will allow for the procurement of a Personal Assistant (PA) and Managed Bank Account Service that will be more efficient, economical and responsive to the needs of all client groups.

The new contract will provide continuation of the service provision provided by Leeds Centre for Intergrated Living (LCIL) whilst enabling a six month mobilisation period and the TUPE transfer of the independent living team to the council.

**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:	
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Date to complete your impact assessment	
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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

Name	Job title	Date
Iris Berkeley	Commissioning Manager	22/10/2021
<b>Date screening completed</b>		22/10/2021

**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: