

## Equality, Diversity, Cohesion and Integration (EDCI) 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: City Development</b>                           | <b>Service area: Employment and Skills</b> |
| <b>Lead person: Martyn Long, Head of Employment and Skills</b> | <b>Contact number: 07712 214341</b>        |

### 1. Title: Award Skills Three-year Zero-value Contracts 53813

Is this a:

Strategy / Policy

Service / Function

Other

**If other, please specify**

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

Leeds City Council Employment and Skills service supports Leeds residents to develop their skills and future employment prospects through a variety of skills and vocational provision, supporting the Council's inclusive growth ambitions. This Significant Operational Decision is a direct consequence of a Key decision taken on 13th May 2022 to procure skills provision and services from pre-approved skills suppliers on the Employment and Skills Dynamic Purchasing System (DPS).

This EDCI screening concerns the award three-year zero-value contracts, commencing in July 2022 for three academic years and ending on 31 December 2025, to sixteen successful bidders. Call-off orders will be raised against these contracts up to maximum annual limits set out in "Confidential Appendix 1 53813 Contract Awards" to deliver skills

provision and services. The zero-value contracts do not guarantee suppliers work and call off orders will be raised as and when skills provision or services are required by the Council.

### 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)

- **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)

**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

| <b>Name</b>                     | <b>Job title</b>                  | <b>Date</b>                |
|---------------------------------|-----------------------------------|----------------------------|
| Eve Roodhouse                   | Chief Officer Culture and Economy |                            |
| Martyn Long                     | Head of Employment and Skills     |                            |
| <b>Date screening completed</b> |                                   | 24 <sup>th</sup> June 2022 |

### **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: |

