

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.

Directorate: Adults and Health	Service area: Working Age Adults Commissioning Service
Lead person: Iris Berkeley	Contact number: 0113 3780840

1. Title: Request to use the provision in Public Contract Regulation 2015, Regulation 32(b) (ii) Negotiated Procedure without prior publication to enter into a contract with Leeds Centre for Integrated Living (LCIL) for 12 months plus up to an additional period of 12 months for the maximum value of £1,004,834 for the provision of a Payroll and Managed Bank Account (MBA) Service from 1st September 2022.

Service / Function

If other, please specify

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

Direct payments are cash payments made to individuals who have been assessed as being eligible for funded care and support in line with the Care Act (2014). Direct payments are intended to give individuals greater choice in their care as they enable individuals to choose not to receive services purchased by Leeds City Council instead choosing to receive a payment in lieu of these to arrange their own support as agreed in their care and support plan.

The Care Act 2014 and Children's and Families Act reinforced the principles of choice and control. Central to this transformation is the concept of personal budgets which gives individuals a clear understanding of how much is to be allocated for their social care support allowing them to make their own decisions about how to spend this amount in order to meet their assessed needs in accordance with their agreed support plan

Direct Payment services had been a directly provided Council service since 1998, providing independent living support to disabled people/customers in receipt of a direct payment (including disabled children and younger people) in Leeds.

The current service provider is commissioned by Adults and Health and Children and Families Directorate to provide direct payment support services.

Adults and Health completed a full review of the current Direct Payment Support Service in 2019/20, which resulted in the decision to return the information, advice and guidance (IAG) and the PA recruitment element of the service in-house, along with the TUPE transfer of relevant staff and the payroll and managed account services to undergo a procurement exercise.

A procurement exercise for a PA Payroll and Managed Bank Account commenced February 2021 but following a failure to appoint a provider, the timescales to tender and re-advertise the PA Payroll and Managed Bank Account Service was re-evaluated, whilst delivery was maintained by the existing service provider.

The current contract with the provider expires on 31st August 2022, so the request to use the provision in Public Contract Regulation 2015, Regulation 32(b) (ii) Negotiated Procedure without prior publication to enter into a contract with the current provider (LCIL) for 12 months plus up to an additional period of 12 months for the provision of a Payroll and Managed Bank Account (MBA) Service from 1st September 2022 will enable:

- A future procurement exercise to take place in autumn 2023 and contract award in Spring 2024 with a new service commencing summer/autumn 2024, dependent on the mobilisation period required.
- The embedding of the new in-house Leeds Direct Payment and PA Support Hub into Adults and Health from 1st September, which will require a period of stability and consideration of processes and practical operations which may change their interface and relationship with a commissioned payroll provider. Their feedback and development will be crucial in any future Payroll/MBA specification and Direct Payment process.

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"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		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)

The transformation of Direct Payment Support and Payroll services has been developed through a combination of consultation with over 1000 direct payment holders and carers, data analysis and local and national research which identified the key individuals/communities for inclusion.

The proposal will be maintaining the status quo of provision with LCIL for Payroll/MBA and transferring responsibilities from LCIL to LCC for the 'Leeds Direct Payment and PA

Support Hub' which will further opportunities to ensure opportunities to maximise equality, diversity, cohesion and integration are strengthened and aligned alongside LCC practices.

The proposal will strengthen these joint working opportunities between LCIL and LCC and improve equality outcomes.

- **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 embedding of transferred staff into LCC will positively impact the service provision for DP holders, as it is anticipated it will:

- Improve the recruitment, training and retention of PAs,
- Consolidate the functionality of tasks necessary to deliver support for Direct Payments
- Impact the future specification of the PA Payroll/MBA service.
- Align delivery with LCC equality, diversity and inclusive values to be shared through continued close working with LCIL.

The direct award will maintain existing payroll/MBA provision with LCIL and minimise service disruption.

- **Actions**

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

- Through effective promotion of its service,
- Via consultation with Direct Payment holders,
- Engagement with key stakeholders

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
Aidan Smith	Head of Service Working Age Adults	18/8/22
Date screening completed		

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 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 Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent: 16/8/2022
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: 16/8/2022