

## 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:</b> Children and Families	<b>Service area:</b> Sufficiency and Participation
<b>Lead person:</b> Darren Crawley	<b>Contact number:</b> 0113 3787227

### Title:

Public consultation on a proposal to close Queensway Primary School at the end of the school term July 2023

Is this a:

**Strategy / Policy**

**Service / Function**

**Other**

### If other, please specify

The proposal seeks to manage a forecast oversupply of primary school places in the Yeadon and Guiseley areas of Leeds

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

Leeds City Council is consulting on a proposal to close Queensway Primary School (PS) when term ends in July 2023.

The consultation will start on 26 September running for four weeks, during which time there will be public consultation sessions to find out more information, ask questions and share views, including an opportunity to share any suggestions or alternative plans anyone with an interest in the proposal would like considered. These views will help shape the next steps in the decision-making process.

This screening form looks at the equality considerations that have taken place to ensure that the consultation and stakeholder engagement process that is required for this proposal is fair and addresses equality, diversity, cohesion, and integration from the outset and throughout.

### 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

- **How have you considered equality, diversity, cohesion and integration?**

Under Section 15 of the Education and Inspections Act 2006, a Local Authority can propose the closure of ALL categories of maintained school. This consultation complies with the statutory process as set out in part 4 of the Department for Education's 'Opening and closing maintained schools; Statutory guidance for proposers and decision-makers'.

Public consultation on the proposed closure of Queensway Primary School is to take place between 26 September 2022 and 23 October 2022. This is the first stage in the statutory process to ensure all interested parties can consider the proposal and share their views, including any suggestions or alternative ideas, with us.

A stakeholder engagement analysis exercise has been conducted to identify individual stakeholders and stakeholder groups. It was also undertaken to consider the best method of communication (i.e., face to face meeting, email, letter etc) to maximise the effectiveness of communication with the stakeholders. All this was used to create a detailed communication plan.

To maximise stakeholder engagement a variety of consultation methods will be used to ensure we involve those people who are likely to be affected by the proposal. This includes the following:

- Sending a letter containing important information about the consultation to all home addresses within Queensway Primary School's school admissions priority catchment area.
- Sending a letter and a consultation document, which together provide full details about the consultation process and the proposal, to all parents and carers of pupils attending at Queensway Primary School.
- Sending letters and/or email communications about the consultation to other key stakeholders and stakeholder groups likely to have an interest in the proposal, including the school's governing body, local primary and secondary schools, local ward members, the local MP, and early years providers.
- Holding several consultation information meetings with key stakeholders including school staff, school governors, the school council, the school's on-site private nursery provider, and local ward members.
- Hosting some informal drop-in sessions at Queensway Primary School for parents/carers, residents, and any other interested stakeholders. This is intended to offer attendees an opportunity to discuss anything about the proposal with representatives from the council's Sufficiency and Participation and Learning Improvement teams.
- Full details of consultation process, details about the proposal (including any data used to support the proposed action) and an online survey allowing anyone to submit their views about the proposal, is to be added to Leeds City Council's School Place Planning webpage (the link to the webpage is to be included in all communications)
- Marketing of the consultation activity via the Leeds City Council Facebook and Twitter social media accounts, to include a link to the consultation webpage for full details

The consultation document will provide details of how the consultation information can be obtained in different formats such as braille or large print. It will also state how non-English speakers can access the help of an interpreter to be able to engage in the consultation process.

Anyone wishing to submit their views during the consultation period can respond to the consultations using the online survey; by email, by post; by leaving a response with the school; or by attending one of the drop-in sessions, where staff will be on hand to support anyone who requires it to complete their response.

- **Key findings**

From the equality impact screening the Sufficiency and Participation Team found that measures will be in place to ensure that this consultation exercise does not have a negative impact on the different equality characteristics or areas that impact on/ are related to equality, such as tackling poverty.

- **Actions**

If the proposal is taken forward, Queensway Primary School would close at the end of term July 2023.

During the consultation process, all views and responses will be considered equally. If the proposal progresses, due regard to equality will be given to all aspects of implementing the proposal with further screening/equality impact assessments conducted.

**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
Darren Crawley	Sufficiency & Participation Lead	29/09/2022
<b>Date screening completed</b> Started 08/08/2022 completed		29/09/2022

**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: