

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.

Directorate: Children and Families	Service area: Sufficiency and Participation
Lead person: Darren Crawley	Contact number: 0113 3787227

Title: Public consultation on a proposal to close Queensway Primary School.

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 when term ends in July 2023. Whilst the school would close to children on that date, legally the school would close (discontinue) on 31 August 2023.

The initial consultation stage ran for four weeks from 26 September to 23 October 2022 to seek the views of the wider school community, residents, and other stakeholders.

The outcome of the first consultation stage will be detailed in a report presented to Executive Board at its meeting on 23 November 2022. If the proposal proceeds, a statutory notice would be published on 6 January 2023 marking the start of a four week representation period.

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"> • 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

- **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 took place between 26 September 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 the Local Authority.

To maximise stakeholder engagement a variety of consultation methods were used to ensure we involved those people who are likely to be affected by the proposal. This included sending letters to all home addresses within Queensway Primary School's catchment area; sending letters to all parents and carers of pupils attending at Queensway Primary School; sending email communications to other key stakeholders and stakeholder groups likely to have an interest in the proposal; holding meetings with school staff, school governors, the school council, the school's on-site private nursery provider, and local ward members; hosting informal drop-in sessions at Queensway Primary School for parents/carers, residents, and any other interested stakeholders. Information was also made available via the Leeds City Council website and through various social media platforms and accounts.

Anyone wishing to submit their views during the initial consultation period could respond to the consultation 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 were on hand to support anyone who required it to complete their response.

The length of consultation (4 weeks) and the variety of methods in which people could respond to the consultation were intended to make the consultation open to all and was in line with DfE guidance.

The outcome of the first consultation stage will be detailed in a report presented to Executive Board at its meeting on 23 November 2022. If the proposal proceeds, a statutory notice would be published on 6 January 2023 marking the start of a four-week formal consultation, also known as the 'representation' stage as prescribed in the DfE's guidance 'Opening and closing maintained schools Statutory guidance for proposers and decision-makers November 2019'.

The guidance states:

"The proposer must publish the full proposal on a website along with a statement setting out:

- how copies of the proposal may be obtained;*
- that anybody can object to, or comment on, the proposal;*
- the date that the representation period ends; and*
- the address to which objections or comments should be submitted.*

A brief notice containing the website address of the full proposal must be published in a local newspaper and may also be published in a conspicuous place on the school premises (where any exist), such as at all of the entrances to the school."

If the proposal proceeds, a brief notice would be published in the Yorkshire Evening Post and the full proposal would be posted on the Leeds City Council website. All parents/carers at the school would receive notification, along with any stakeholders who responded to the first stage of the consultation and asked to be kept informed. We would

also request that information about the statutory notice be posted on Queensway Primary School's website, and other key stakeholders and stakeholder groups likely to have an interest in the proposal would be informed about the statutory notice including local schools, ward and parish councillors, MPs and community committees.

The full notice would include the following:

- A statement and supporting evidence about the need for school places in the area including whether there is sufficient capacity to accommodate displaced pupils. Details of the schools at which pupils at the school to be discontinued will be offered places, including a) any interim arrangements and b) the provision that is to be made for those pupils who receive educational provision recognised by the LA as reserved for children with special educational needs. Details of any other measures proposed to be taken to increase the number of school places available, if necessary, in consequence of the proposed discontinuance;
- A statement and supporting evidence about the impact on the community of the closure of the school and any measures proposed to mitigate any adverse impact; and
- Details of length and journeys to alternative provision. The proposed arrangements for travel of displaced pupils to other schools including how the proposed arrangements will mitigate against increased car use.

We would work with Queensway Primary School to encourage children in the school to submit a formal response during the representation period.

To support families without access to email or unable to submit a written response, we would talk to Queensway School about the best approach to take to ensure that all families at the school can engage at that stage.

If the proposal progresses to the statutory notice publication and representation stage, any representations made during this time would help to inform a full Equality Impact Assessment (EIA) to be carried out on the proposal and this would be made available to Executive Board when a final decision would be made on the proposal by the Board. We would expect this to happen in March 2023. The EIA would consider the potential wider impact on EDCI if the proposal did go ahead. The assessment would provide details of action the Local Authority would take to promote positive impact and remove/reduce negative impact.

- **Key findings**

From the equality impact screening the Sufficiency and Participation Team found that whilst there are likely to be public concerns about the proposal, that measures will be in place to ensure that the publication of a Statutory Notice and four-week representation period will not have a negative impact on the different equality characteristics or areas that impact on/are related to equality, such as tackling poverty.

Along with the requirements set out in the Statutory Guidance, we would work with Queensway Primary School to encourage children in the school to submit a formal response during the representation period and to support families without access to email

or unable to submit a written response, we would talk to Queensway School about the best approach to take to ensure that all families can engage at that stage.

• **Actions**

During the representation period following publication of a Statutory Notice, all views and responses would be considered equally. As noted above the Local Authority would work with Queensway School to help ensure that children and families are able to engage and submit their views. 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	03/11/2022
Date screening completed 03/11/2022		

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 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:

All other decisions – sent to equalityteam@leeds.gov.uk	Date sent:
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