

# 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: Children and Families</b>	<b>Service area: Traded Services, Resources and Strategy</b>
<b>Lead person: Tim Pouncey</b>	<b>Contact number: 0113 378362</b>

<b>1. Title: Traded Service Review Savings Proposal</b>
Is this a: <input type="checkbox"/> <b>Strategy / Policy</b> <input checked="" type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

<b>2. Please provide a brief description of what you are screening</b>
<p>A review of the structure of Traded Services is recommended to ensure the service arrangements are appropriate to maintain a long term sustainable and efficient, cost-effective operating model that supports the directorate's commercial activity with schools and settings. This is the first review of the service's structure since it was established in 2016.</p> <p>The proposed restructure of traded services aims to increase sustainability and efficiency of the service and deliver savings within the Children and Families directorate of £441,600 over 5 years.</p> <p>It is recommended that the proposals are agreed as part of the council's Medium-Term Financial Strategy and preparation for setting the 2023/24 budget. Approval is also sought to commence the consultation process with staff and recognised trade unions.</p>

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/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 and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

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?**

Any changes to ways of working, service delivery models, structures and processes etc will impact on the way in which services are currently delivered, this will directly impact on staff within the service area.

Detailed analysis of the consequences, both positive and negative, of workforce reductions will be undertaken, including consideration of the impact on those individuals and communities most in need of our services.

Consultation and engagement activities will be mapped out, and undertaken in a timely and effective manner, ensuring that staff, and where appropriate service users and partners, have a voice in developing and delivering proposals.

- **Key findings**

The proposal will ensure that our Traded Services offer has the most effective infrastructure to support officers to deliver solutions that give our children the best possible chance to attend, achieve and attain through excellent services delivered in a timely and relevant manner to all education settings.

- **Actions**

Where staff reductions are identified voluntary means of achieving the reductions will be considered and supported wherever possible using the existing workforce framework. Where the reductions cannot be delivered via voluntary means reduction will need to be delivered in line with the Council's Managing Staff Reductions Policy.

Any proposed workforce reduction will cause concern amongst staff, however, through transparent communication and engagement it is envisaged that colleagues will feel they can contribute towards developing specific ideas and have a voice in proposals being put forward. The Council's extensive wellbeing offer along with the employee assistance programme will also be invaluable in supporting the workforce through a period of uncertainty. The intention is to, if approved, commence consultation and engagement early and for a time limited period to minimise any period of uncertainty for colleagues. Any reduction in workforce could have an impact on service efficiency and/or capacity and therefore have implications for service users, i.e. children, parents/carers, and partners. Wherever possible, steps will be taken to ensure that any proposals progressed will be done so with actions to maximise the positive benefits that delivering services in new ways could achieve, as well as mitigations to minimise any detrimental impact. Where appropriate engagement with effected groups/organisations will take place. Action will be taken to ensure that the consultation process will be inclusive and accessible to all stakeholders. Take up of the consultation opportunity, and resultant responses will be monitored against the equality characteristics to provide a better understanding of any group who might be disproportionately affected.

**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:	During consultation/review stages, as early insight emerges.
Date to complete your impact assessment	On completion of the consultation/review stages aligned with recommendations.
Lead person for your impact assessment	Tim Pouncey, Chief Officer,

(Include name and job title)	Resources and Strategy.
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<b>6. Governance, ownership and approval</b>		
Please state here who has approved the actions and outcomes of the screening		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
Tim Pouncey	Chief Officer, Resources & Strategy	
<b>7. Publishing</b>		
This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.		
Please send a copy to the Equality Team for publishing		
<b>Date screening completed</b>		
<b>Date sent to Equality Team</b>		
<b>Date published</b> (To be completed by the Equality Team)		