

# Equality, Diversity, Cohesion and Integration (EDCI) screening

## Appendix 2

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: Resources</b>	<b>Service area: SEAQ</b>
<b>Lead person: Chris O'Brien</b>	<b>Contact number: 3786362</b>

### 1. Title: Gas and electricity supply contract procurement – evaluation methodology

Is this a:

**Strategy / Policy**

**Service / Function**

**Other**

**If other, please specify**

The evaluation methodology for a procurement relating to the supply and brokerage of electricity and gas.

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

The screening relates to the procurement of a new gas and electricity supply contract, and in particular the evaluation criteria to be used within the procurement process.

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### 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)

The electricity and gas supply contract will have equality, diversity, cohesion and integration requirements included within the contract specification. Whilst there won't be any specific targets in relation to Jobs and Skills, there will be an obligation within the specification for the contractor to work with the Council's Employment and Skills team throughout the contract period to help identify, support and promote any social value opportunities in relation to jobs and skills.

The contractor will also be required to respond to 5 mandatory TOMs (Themes, Outcomes and Measures) questions relating to equality to enable the Council to report against targets such as the percentage of women hired on the contract, the percentage of BAME employees hired on the contract, and the percentage of disabled employees employed on the contract.

There will also be an obligation on the contractor throughout the contract term to proactively work with the Council in delivering social value initiatives in the Leeds area in areas such as delivering careers talks, environmental initiatives, and supporting third sector organisations and community projects. There will also be some specific targets that the contractor will be required to bid back against in relation to TOMS. The responses in relation to the TOMS requirements will be evaluated as part of the overall tender evaluation, with the social value section receiving 10% of the overall quality evaluation points.

- **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)

It is not considered that the procurement will have any negative impacts on equality. The potential positive impacts are outlined above.

The nature of the contract is largely an administrative supply contract (purchasing energy and supplying energy with associated billing), with the services potentially not being carried out from within Leeds. As such it is considered that the opportunity for social value/ECDI measures will not be as great when compared to, for example, a construction project in Leeds.

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

The measures included in the specification will enable the Council to work with the contractor throughout the contract period to build a relationship with the new energy supplier to maximise equality benefits wherever practicably possible.

**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>
Andrew Lingham	Senior Project Manager	29/03/1023
<b>Date screening completed</b>		15/03/2023

### **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 Exec 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: 30/03/23
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: