

# 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.

<b>Directorate:</b> Communities, Housing and Environment	<b>Service area:</b> Local Welfare Support Scheme – Contact Centre - Shared Services
<b>Lead person:</b> Grace Lawrenson Senior Policy Development Officer, Financial Inclusion Team	<b>Contact number:</b> 0113 3789844

**1. Title:** Authority to undertake a procurement exercise in line with CPR 3.1.7 and CPR 10 for the appointment of a domestic appliance supplier for the Local Welfare Support Scheme.

Is this a:

Strategy / Policy

Service / Function

Other

**If other, please specify –** Authority to procure

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

The decision to request authority to undertake a procurement exercise for the provision of white goods for the Local Welfare Support Scheme has been screened to ensure that due regard has been given to equality, diversity, cohesion and integration. This decision will ensure supply continuity for vulnerable Leeds citizens facing severe financial hardship.

Addressing poverty and deprivation is a key priority for Leeds City Council. The Financial Inclusion Team, under the Communities and Environment Directorate, serves to commission and undertake research into poverty and related financial inclusion in the city.

The Local Welfare Support Scheme has been under an in-depth review, led by the Financial Inclusion Team and Business Development Team, which has included consultation and research to prepare for a procurement exercise in May/June 2023. Authority to undertake this procurement exercise will allow continuity of supply to vulnerable residents in a point of crisis without access to essential household appliances or the funds to purchase them for themselves.

### 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 decision to authorise the undertaking of a procurement exercise for the provision of white goods for the Local Welfare Support Scheme will ensure continuity of supply for vulnerable Leeds residents facing financial hardship. This will have a positive impact on equality groups. Whilst protected characteristics are not recorded as part of the application process, research shows that those from certain equality groups are disproportionately impacted by financial exclusion and are more likely to require support in the event of an emergency or crisis, such as the breakdown of an essential household appliance. This procurement exercise will enable a white goods supplier to be appointed through a competitive process.

An external survey was undertaken in winter 2021, gathering vital feedback on the Local Welfare Support Scheme to ensure it is fit for purpose and meets the needs of residents facing a severe financial crisis. Results showed that white goods were a valued element of the scheme, with household appliances often being essential but costly items that people in crisis often cannot afford.

Internal consultation has taken place across all relevant partner services including Procurement and Commercial Services, Financial Inclusion, Welfare and Benefits and Shared Services.

The outcome of the consultation was that a compliant procurement exercise should be undertaken that better meets the needs of the service.

In the last year a market sounding exercise has been undertaken, followed by pre-market engagement sessions with various suppliers in order to gain a better understanding of the current market conditions and see what options are available for procurement exercise to take place. Feedback from suppliers around the ordering process, particular goods on offer and delivery processes have been considered by LWSS (Local Welfare Support Scheme). There have been numerous changes in the market in the last few years which need to be reflected in the offering made by LWSS to the citizens of Leeds.

In addition to the above exercises, an in-depth review of LWSS has taken place during 2022, the recommendations of which are now being delivered. Key recommendations included a review of the white goods ordering processes and spend, in order to bring forward process efficiencies and savings.

- **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)

Being granted authority to procure and successfully appointing a supplier as a result will have a positive impact on residents facing financial hardship through enabling the provision of essential white goods for the home to continue. There is no anticipated negative impact from this. It is unlikely to have any impact on cohesion. The offer of white goods is not limited to members of certain equality groups; applications must meet certain criteria to be eligible, which includes being a resident of Leeds, being 16 or over, having recourse to public funds and being able to evidence financial hardship.

- **Actions**

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

The service will continue to measure the impact and reach of the Local Welfare Support Scheme and the number of household appliances awarded across Leeds in order to measure the positive impact. Contract management meetings will continue in order to ensure continual improvement and the best possible outcome for residents of Leeds. Any issues will be dealt with in these meetings and action planned and taken, where negative feedback is received from white goods award recipients.

**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
Lee Hemsworth	Chief Officer Community Hubs, Welfare and Business Support	
<b>Date screening completed</b>		15.5.23

**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: