

# 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: Strategy &amp; Resources</b> | <b>Service area: HR</b>             |
| <b>Lead person: Libby Megson</b>             | <b>Contact number: 0113 3789323</b> |

## 1. Title: Job board Contracts

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

As part of our investment into recruitment and Workforce Capacity, we have identified the need to be able to tap into the widest market possible and compete with other organisations, we need to seek out our talent rather than wait for it to come to us. This screening exercise is aimed at the recent agreement to procure 2 job board contracts with LinkedIn and Indeed, in order to boost the Council's presence across wider talent pools, to fill vacancies faster and decrease cost and time spent on failed recruitment attempts.

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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)

In engaging with and selecting both LinkedIn and Indeed as partners who will support our social media and job board presence, we sought providers that draw in large audiences, in order to reach wider pools of talent from all backgrounds.

LinkedIn will support for senior technical roles, whilst Indeed will focus on all other roles.

- **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)

In engaging wider talent pools in our adverts for roles, we will be positively broadening our equality of opportunity to all our roles. We know the benefit of a diverse workforce and are seeking a workforce of the communities we represent.

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

Both contracts have data capabilities and will be able to regularly advise on the success of adverts placed with them, including Equality data and success of interest from candidates with protected characteristics.

**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<br>(Include name and job title) |  |

|  |                   |             |
|--|-------------------|-------------|
| <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> |
| Libby Megson   | Deputy Head of HR | 09/06/23    |
| <b>Date screening completed</b>  |                   | 09/06/23    |

|   |                          |
|---|--------------------------|
| <b>7. Publishing</b>  |                          |
| <p>Though <b>all</b> key decisions are required to give due regard to equality the council <b>only</b> publishes those related to <b>Executive Board, Full Council, Key Delegated Decisions or a Significant Operational Decision.</b></p> <p>A copy of this equality screening should be attached as an appendix to the decision making report:</p> <ul style="list-style-type: none"> <li>• Governance Services will publish those relating to Executive Board and Full Council.</li> <li>• The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.</li> <li>• A copy of all other equality screenings that are not to be published should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> for record.</li> </ul> <p>Complete the appropriate section below with the date the report and attached screening was sent:</p> |                          |
| 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:<br>01/06/2023 |
| All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>  | Date sent:               |