

Appendix 1

Equality, Diversity, Cohesion and Integration (EDCI) 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.

Directorate: Children and Families	Service area: Learning Inclusion
Lead person: Phil Evans	Contact number: 0113 378 2542

1. Title: Award of a contract EHCP Service Redesign and Delivery Consultancy Support

Is this a:

Strategy / Policy
 Service / Function
 Other

And a reduced number of routes. If other, please specify

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

Contract award for the redesign and delivery of change with consultancy support.

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

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 initial element of the review into EHCP processes and arrangements considered the 'as is' situation. The next stages of the review will however give rise to significant changes to arrangements which would have a direct impact on those with most need and with a protected characteristic. Work will be undertaken alongside those impacted to ensure that outcomes are positive and the risk of negative impact is managed and mitigated.

- **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)

External engagement will be undertaken to co-produce solutions and to create change that benefits vulnerable children, families and those with protected characteristics. This will identify and assist in mitigating/minimise risk of negative impact or disadvantage.

Engagement will be framed in a way that supports the needs of those identified above, and will be undertaken in locations that meets the needs of those identified.

During the transfer of knowledge, training and leadership development EDCI will be at the core of all activity. This change delivery is fundamentally necessary to improve the current service offer to children and young people who require additional support with their education, health and care. If during change activity detrimental impact is identified the process will be reviewed and adapted.

Information advice and guidance to support will be sought from EDCI experts from within the organisations or from partner organisations when needed.

- **Actions**

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

Equality, diversity and inclusion has been and will continue to be risk managed as part of the overall project process. This will be reviewed consistently to ensure that negative impacts are avoided or mitigated.

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:

November 2023

Date to complete your impact assessment	8 th December 2023
Lead person for your impact assessment (Include name and job title)	Sandra Pentelow Programmes and Partnerships Manager

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Phil Evans	Chief Officer Transformation and Partnerships	17 th November 2023
Date screening completed		17 th November 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 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: 17 th November 2023
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: