

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. In all appropriate instances we will need to carry out an equality, diversity, cohesion, and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment.
- should be completed either during the assessment process or following completion of the assessment.
- should include a brief explanation where a section is not applicable.

Directorate: Strategy and Resources	Service area: Integrated Digital Service
Lead person: Bob Walker	Contact number: 0113 37 84762
Date of the equality, diversity, cohesion and integration impact assessment: 19 th March 2024.	

1. Title: Call-Off Agreement under the Software Framework (Bytes Software Services Ltd.)

Is this a:

Strategy / Policy
 Service / Function
 Other

If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Karen Kennedy	IDS	Procurement
Bob Walker	IDS	Service Lead

3. Summary of strategy, policy, service or function that was assessed:

New Call-off agreement with Bytes IT Solutions and Services for the continued provision of Leeds City Council’s commoditised software requirements and associated professional services for a period of 12 months, from 16th April 2014 until 15th April 2025.

4. Scope of the equality, diversity, cohesion and integration impact assessment
 (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan
 (please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>

Please provide detail:

4b. Service, function, event
 please tick the appropriate box below

The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service (by contract or grant)	<input checked="" type="checkbox"/>

Please provide detail: New Call-off agreement with Bytes IT Solutions and Services for the continued provision of Leeds City Council's commoditised software requirements and associated professional services for a period of 12 months, from 16th April 2014 until 15th April 2025.

5. Fact finding – what do we already know
 Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.
 (priority should be given to equality, diversity, cohesion and integration related information)

There are no Equality and Diversity/Cohesion and Integration issues associated with the award of this contract.

Are there any gaps in equality and diversity information
Please provide detail: None

Action required: No further action required.

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes No

Please provide detail: There are no Equality, Cohesion and Integration issues identified as a result of this service. There are no groups that are affected by this decision.

Action required: No further action required.

7. Who may be affected by this activity?
 please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

<input type="checkbox"/> Age	<input type="checkbox"/> Carers	<input type="checkbox"/> Disability
<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief
<input type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation	
<input type="checkbox"/> Other		

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

Please specify: There are no areas associated with the award of this call-off that impact on, or relate to equality, tackling poverty and improving health and well-being

Stakeholders

<input type="checkbox"/> Services users	<input type="checkbox"/> Employees	<input type="checkbox"/> Trade Unions
<input type="checkbox"/> Partners	<input type="checkbox"/> Members	<input type="checkbox"/> Suppliers
<input type="checkbox"/> Other please specify		

Potential barriers

<input type="checkbox"/> Built environment	<input type="checkbox"/> Location of premises and services
<input type="checkbox"/> Information and communication	<input type="checkbox"/> Customer care
<input type="checkbox"/> Timing	<input type="checkbox"/> Stereotypes and assumptions
<input type="checkbox"/> Cost	<input type="checkbox"/> Consultation and involvement
<input type="checkbox"/> Financial exclusion	<input type="checkbox"/> Employment and training
<input type="checkbox"/> specific barriers to the strategy, policy, services or function	

Please specify

No barriers identified as part of the assessment.

8. Positive and negative impact
 Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

No impact has been identified in these areas.

Action required: No further action required.

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8b. Negative impact:

No impact has been identified in these areas.

Action required: No further action required.

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9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes No

Please provide detail: No groups/communities are affected by the award of this call-off contract.

Action required: No further action required.

10. Does this activity bring groups/communities into increased contact with each other? (for example, in schools, neighbourhood, workplace)
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Yes No

Please provide detail: No groups/communities are affected by the award of this call-off contract.

Action required: No further action required

11. Could this activity be perceived as benefiting one group at the expense of another? (for example where your activity or decision is aimed at adults could it have an impact on children and young people)

Yes

No

Please provide detail: This service has no identified impact on these groups.

Action required: No further action required.

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job title	Date
Mariana Pexton	Director for Strategy and Resources	
Date impact assessment completed		

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other (please specify)

15. 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 impact assessment 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 impact assessments 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 assessment 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:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: