

# 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.

<b>Directorate: Strategy &amp; Resources</b>	<b>Service area: Procurement &amp; Commercial Services / Core Business Transformation</b>
<b>Lead person: Louis Price</b>	<b>Contact number: 0113 37 85868</b>

## 1. Title: Key Decision for Source to Contract Business Case

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

This EDCI screening is for a Key Decision recommending approval of the Source to Contract business case.

One element of the business case is new 'Source to Contract' technology which is the primary element, as it will impact c.500 staff and LCC's suppliers. This is technology that manages procurement and contract management activity and supplier relationships / communications.

The other element of the business case is for 4 new members of staff in the Council's Procurement and Commercial Services (PACS), with their roles to support new requirements coming into force under the Procurement Act and to facilitate contract management transformation.

The business case was recently approved by Heads of Finance and Financial Challenge and

this screening supports the Key Decision for the Business Case.

### 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)

EDCI has been considered as a part of the business case and Key Decision. A core element of the business case is for new Source to Contract technology. The Council's current procurement system is not fit for purpose as it does not have the functionality the Council needs.

Consultation with system users has confirmed it is not user friendly and many staff find it challenging to use. Procuring modern technology with improved and easier to use capability will make the user experience easier, improving accessibility.

The DAWN network will be consulted as part of the procurement process for new technology to ensure appropriate consideration is given accessibility elements. The procurement process will also allow us to set accessibility requirements in the specification for the new system, ensuring that the system supports accessibility principles of the World Wide Web Consortium – including, but not limited to, cognitive impairments, visual impairments, motor or dexterity impairments and hearing.

Stakeholders, including those staff who will be directly using the new technology, will be consulted throughout the procurement and implementation process and be able to provide feedback and advice and undertake system testing.

Another element of the business case and Key Decision is the recruitment of new four new members of staff for PACS. The reason for these new posts is to:

1. Support the contract management requirements of the Procurement Act which come into force in October 2024
2. Assist contract management transformation by providing support for Council services to improve contract management

Consideration has been given to the impact of new staff in a central function. It has been determined that Council services would not have the resources to support the requirements of the Act themselves and that a central resource was vital to provide support, guidance, training, materials and system administration. Improving contract management is also a key Council priority and support cannot be given to services to achieve this without these new posts for PACS.

Recruitment of new staff will ensure that the principles of EDCI are included and demonstrated throughout.

• **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)

Procuring new technology will bring improvements in accessibility and ensure the Source to Contract system is easier for all staff to use. The system will also be used by the Council's suppliers and will improve their experience as they similarly can find the current procurement system difficult to use and navigate. This will be of particular benefit to Small and Medium-Sized Enterprises (SMEs) who have fewer staff and lack the specialised bid teams of larger organisations.

There is the risk that a new system would not meet the Council's accessibility requirements. This will be negated by a robust procurement process, including input from the DAWN network and stakeholders and ensuring the specification clearly sets out the accessibility requirements needed.

- **Actions**

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

A robust procurement process that involves key stakeholders from the start, including input from members of the DAWN network. A clear set of requirements, including accessibility functions and standards, as part of the specification.

System users are consulted throughout the system implementation and to input / feedback on system and undertake user testing.

New staffing resource deployed to support Council services and ease the impact of the Procurement Act.

Recruitment of new staff will ensure that the principles of EDCI are included and demonstrated throughout.

**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
Louis Price	Business Change Delivery Lead	31/05/2024
<b>Date screening completed</b>		31/05/2024

**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: