

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.

Directorate: Adults and Health	Service area: Working Age Adults Commissioning Service
Lead person: Iris Berkeley	Contact number: 0113 3780840

1. Title: Report seeking authority to award for the provision of a Direct Payment Personal Assistant (PA) Payroll and Managed Bank Account (MBA) Service.

Service

If other, please specify

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

Direct payments are cash payments made to individuals who have been assessed as being eligible for funded care and support in line with the Care Act (2014). Direct payments are intended to give individuals greater choice in their care as they enable individuals to choose not to receive services purchased by Leeds City Council instead choosing to receive a payment in lieu of these to arrange their own support as agreed in their care and support plan.

The Care Act 2014 and Children’s and Families Act reinforced the principles of choice and control. Central to this transformation is the concept of personal budgets which gives individuals a clear understanding of how much is to be allocated for their social care support allowing them to make their own decisions about how to spend this amount in order to meet their assessed needs in accordance with their agreed support plan Leeds City Council has a statutory duty (Care Act 2014) to provide guidance, support

and information to plan, manage and monitor spend in relation to individuals in receipt of a Direct Payment.

This report seeks approval to award a contract to deliver Direct Payment Personal Assistant (PA) Payroll and Managed Bank Account (MBA) Services following the successful completion of a competitive tendering exercise.

The service will provide payroll, administrative and financial support to individuals, children and families in receipt of a direct payment or Personal Health Budget and employing a Personal Assistant (PA) to deliver their care and 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)

As part of the service review, extensive consultation events and a market sounding exercise were held with service users and partners in related services and professionals from across the health and care systems to provide feedback on the current model and inform the requirements for the new contract.

As part of the mobilisation period, the Provider has included two consultation events with current service users to introduce the Provider to existing DP recipients and involve them in the vision and development of future services. The Providers tender documentation included a Communication/Engagement Plan, Equality Plan, Risk Assessment and Business Continuity Plan.

• **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)

The main outcomes of the award of this contract is to:

- Consolidate the functionality of tasks necessary to deliver support for Direct Payments
- Improve the service effectiveness and efficiency
- Provide an overall improved service provision for Direct Payment holders and their employees.

• **Actions**

The Key Performance Indicators (KPI)s outlined in the specification requests the provider to evidence anticipated service outputs, outcomes as well as demographic information of each direct payment service user. The specification also requests the development of an annual service user questionnaire (you said we did') qualitative/quantitative information which will be shared with ICB, Adults and Health and Children and families commissioners.

Contract management meetings will be held between Leeds City Council and the Contractor monthly for the first 6 months of the contract and then on a quarterly basis, or more frequently if required. They will cover topics such as service delivery and development, performance, finance, safeguarding, contract issues, and compliments and

complaints.

Timetable of implementation of the contract:

The mobilisation period will commence from 14th October 2024.

The contract will begin 1st April 2025.

The Head of Service Commissioning is the officer responsible for implementation of this contract and will liaise with Procurement and Commercial Services (PACS) to oversee its implementation before the existing arrangement expires on 31st March 2025.

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
Aidan Smith	Head of Service Working Age Adults	06/9/24
Date screening completed		

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 **Publishable Administrative Decision (PAD)**.

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: 06/9/2024
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: 06/09/2024