

# 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:</b> Strategy & Resources	<b>Service area:</b> Integrated Digital Service
<b>Lead person:</b> Karen Brocklesby	<b>Contact number:</b> 0113 37 84858

**1. Title:** Request to Tender for a contract for the supply of IDS Resource

Is this a:

**Strategy / Policy**
                 
  **Service / Function**
                 
  **Other**

**If other, please specify**

Tender for the supply if IDS Resource (Temporary & Permanent)

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

The Integrated Digital Service provide services across the Council, the Integrated Care Board in Leeds (ICB), Leeds GP practices plus Aspire, West Yorkshire Joint Services, several schools, and Leeds Grand Theatre. Under the Chief Digital Information Officer, a single IDS team spanning both the Council and the ICB is in place.

IDS need to ensure that a comprehensive, effective, efficient and economic service for the supply of temporary and permanent IDS resource is provided.

The associated Decision report seeks approval to commence a tender exercise to put a framework contract in place for the Supply of IDS Resource (Temporary and Permanent).

IDS currently employ a number of specialist contractors through a framework agreement

which expired on 13th January 2024.

This framework will sit alongside the Resource Augmentation Framework which was put in place to supply a range of delivery, migration, support, and knowledge-transfer activities for a range of portfolio projects to improve, rationalise and modernise software based systems that support services across the Council directorates and upskill and provide support to teams within IDS.

### 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)**

The tender could result in differential impacts across different equality characteristics.

Race/Ethnicity – some ethnic groups may face barriers due to bias, discrimination, or lack of access to networks where job opportunities are shared. Language barriers or unfamiliarity with the recruitment process could also limit opportunities for minority ethnic applicants.

Gender - Temporary staff positions may disproportionately impact women, especially if they involve inflexible hours or lack support for caregivers. Women with caregiving responsibilities may find it harder to take on temporary roles without proper flexibility or family leave policies.

Age – Older workers might face age-related biases, where assumptions are made about their ability to adapt to temporary or flexible work arrangements. Similarly, younger people may struggle if experience requirements are too rigid.

Socio-Economic Status – People from lower socio-economic backgrounds may struggle to access temporary roles if they lack the necessary technology or transportation.

Religion/Belief – Temporary roles may require work hours or conditions that conflict with religious practices. If flexibility isn't offered, individuals from certain religious backgrounds may be excluded.

#### **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)**

Implementing the proposals to address differential impact in a tender for temporary staff

could have several positive effects on the workforce and employment practices.

By ensuring inclusive recruitment practices by the suppliers, LCC will attract a more diverse pool of candidates. This could lead to greater representation of different ethnicities, genders, age groups, abilities, and socio-economic backgrounds.

A diverse and inclusive workforce often leads to increased employee satisfaction, as individuals feel respected and valued. This, in turn, can improve overall morale, collaboration, and productivity across teams.

Ensure that the suppliers are promoting fair employment practices that reduce differential impacts. This will also improve LCC's reputation as an employer of choice. This can help attract top talent.

**Actions**

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

Ensure that equality, diversity & inclusion, specifically the findings above, is included as part of the tender process.

**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
Karen Brocklesby	IDS Resourcing Officer	21/10/2024
<b>Date screening completed</b>		

**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: