

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/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Corporate Headquarters	Service area: Strategy and Improvement
Lead person: Heather Pinches	Contact number: 07891 274638

1. Title: Best Council Plan 2013-17

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify:

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

The screening looks at how equality, diversity, cohesion and integration is relevant to, and addressed within, the new Best Council Plan 2013-17. This replaces the current Council Business Plan 2011-15 as the strategic plan for the council setting out the outcomes and objectives for the next 4 years. It includes a range of actions and activities to improve services, change culture, work differently, become more enterprising and deliver the medium term financial strategy

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/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 and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	✓	
Have there been or likely to be any public concerns about the policy or proposal?	✓	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	✓	
Could the proposal affect our workforce or employment practices?	✓	
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 	✓	

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)

This plan largely brings together a mixture of existing projects, programmes, service improvement and development activities into a single high level framework to identify the corporate “must dos”. This enables officers and members to focus their efforts on a small number of high priority issues. It also identifies a small number of new areas of work (eg income, trading and charging) that again are seen as important for the council going forwards. Many of these areas of work stand alone and, as such, are subject to separate policy development, consultation, impact assessment and decision making processes in order to understand the impacts on individuals and communities and ensure due regard is given. As this plan simply brings these together into one place the focus of this screening has been checking and challenging what is already in place/planned or underway in terms of due regard for each objective and priority. Through this process assurance is gathered and any gaps are identified. The detailed findings of this high level check and challenge process are held in a separate supporting document which sets out how due regard has been given for each objective and priority.

- **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 check and challenge review of the objectives and priorities within the new Best Council Plan has shown that for the majority of the areas work detailed within the plan due regard has been given or is already underway through existing Equality Impact Assessment and Screening processes. For a small number of areas that are new, and in some case are still being scoped, due regard will need to be given as the work area develops - these are set out below. Many of these new policy areas will be subject to the council decision-making processes that require due regard to be clearly set out within the cover report with any screening or impact assessments published as routine. A quality assurance process is also in place which ensures that the information provided in reports for Executive Board and Key decisions is clear and of good quality. As part of the refresh of this plan the Equality Improvement Priorities have also been reviewed to ensure that they continue to identify the key equality focus as relevant to the strategic priorities for the council and city.

Overall good assurance is provided that due regard for equality has been given, or is planned, for the Best Council Plan 2013-17. However a related issue that was highlighted in the 2013 Equality Annual Report is the issue of supporting data. Whilst we can show activity is happening across all our strategic plans to address the identified equality improvement priorities there is a lack of supporting data and analysis making it

difficult to demonstrate impact and improvement in many areas. Work is also underway to address this issue by embedding it within the annual State of the City report in the future which should provide more robust data to enable impacts to be monitored going forward.

• **Actions**

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

Areas of work within the plan where due regard has not yet been given are set out below. However, it should be noted that in all cases relevant staff are aware of the requirement to do this but are currently scoping and defining the programmes:

- Poverty Strategy - although this is likely to encompass a wide range of work that is likely to already have arrangements for due regard eg recent welfare changes
- Asset Rationalisation Plan - whilst due regard has been given for relevant policies like the Community Asset Transfer policy further due regard will need to be given as more specific proposals are developed.
- Public Health - as this has only just transferred to the Council public health is continuing to use existing process for giving due regard but will transfer to using the council's policies and procedures over time.
- Income, charging and trading - due regard will need to be given once specific proposals have been developed in this area to ensure decision makers are clear about the potential impacts of different groups. Feedback from Members in the scrutiny of the draft plan also highlighted to need to ensure that any proposals are rigorously examined for any un-intended consequences. This has been accepted and acknowledged as important by the service.
- Organisational change programmes (inc Enabling Corporate Centre, Business Management, developing a flexible workforce) - again many of these are still being developed and due regard will need to be given as more specific proposals are identified. Staff Equality Networks will need to be consulted as appropriate with impacts continuing to be monitored through the People Plan Equality Scorecard.

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
Simon Foy	Head of Policy, Performance and Intelligence	10 th June 2013

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date screening completed	10 th June 2013
If relates to a Key Decision - date sent to Corporate Governance	10 th June 2013
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	