

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: Planning Performance and Improvement	Service area: Leeds Initiative and Partnerships
Lead person: Matthew Lund	Contact number:0113 24 74352

1. Title: A new Citizens' Panel for Leeds

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify: Consultation mechanism

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

A citizens' panel is a representative database of residents willing to take part in regular consultation activity over a period of time. The council, Primary Care Trust (PCT) and other local partners will send the new Leeds Citizens' Panel surveys, hold focus groups and workshops in order to better understand local people's views on a range of topics.

The main stages of the project are:

- Recruiting c6000 residents onto the Panel using a range of methods
- Sending these residents regular surveys or inviting them to take part in discussions on local issues
- Tracking the level of involvement from different panel members over time

Refreshing the panel membership on a regular basis by retiring non-respondents and those that have been members for a longer time. These are replaced by repeating the initial recruitment exercise on a proportionate basis.

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?	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)

We have considered what worked and what didn't for the current panel of c1800 residents. This has operated for over 6 years, and lessons have been learned about recruitment and retention of certain residents, to keep the panel representative.

A Panel of at least 6000 adult residents, recruited to be representative of Area Committee population profiles and therefore the city, would allow robust consultation at Area Committee and city levels, as well as for particular demographic groups or service-users.

We have mapped the demographic requirements of the new Panel against known profile data for Leeds' population, in particular mid-year updates on the 2001 Census.

We have also drawn on the experience of people involved in developing and managing the Panel, including members of the partnership Strategic Involvement Group and the council's Corporate Consultation Group.

- **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)

We are aware from wider engagement activity that it is hard to predict which communities are more or less likely to become engaged in any one process. To help manage this, Excel database reporting will be used to provide real-time reporting on the Panel recruitment progress against key quotas, to avoid skewing the sample. This will allow the project team to act if key demographics are not being recruited.

It is likely, based on wider experience of managing citizens' panels within the project team, that younger residents and certain Black and Minority Ethnic communities are less likely to join a panel, so outreach is being planned to recruit in existing forums, both real e.g. Mosques and virtual, e.g. social media spaces.

It is also likely that lesbians, gay men and bisexual people, and people who identify as transgender may have been involved before but may not have been 'visible' 'out'. We intend to invite MESMAC to help circulate the Panel recruitment messages.

While the Panel is open to all residents to express an interest, it is likely that specific impairment groups for example people with learning difficulties will need additional

support to get involved. Equally, it may be more appropriate to involve residents with certain impairments in other ways than the Panel. This might involve the support of local third sector target support organisations.

- **Actions**

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

Recruitment to and management of the citizens panel

The new Leeds Citizens' Panel will be recruited to be representative of the area's population by age, gender and ethnicity. This will be tested against latest population statistics based on the Census.

Further information will also be recorded about members to allow further analysis or segmentation of their lifestyles or opinions. This will include the remaining protected characteristics (faith, disability, sexual orientation), carer status, tenure, family status, and work status.

A proportion of members will be refreshed on a regular basis to prevent membership falling and members' answers becoming un-representative of the wider population through the additional insight they gain about the delivery of local services.

How the Panel will operate, including support

The Panel will be consulted online as far as possible, using the Talking Point survey platform. Postal surveys will also be used where necessary to avoid limiting participation of different communities

Equally, where using the panel is appropriate but does not reach all stakeholders e.g. children, recent migrants, businesses, advice will be given on wider ways to involve these groups.

All material relating to the panel will include text offering translation in the main community languages. Large/Clear print and Braille will be offered as well.

Where there is face to face interaction, e.g. at focus groups, steps will be taken to support panel members requiring, for example, British Sign Language interpreters, other language interpreters, personal assistance, taxi provision, contribution towards childcare.

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:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Matt Lund	Corporate Consultation Manager	06/09/11

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.

Please send a copy to the Equality Team for publishing

Date screening completed	06/09/11
Date sent to Equality Team	06/09/11
Date published	16/09/11