

# Equality Impact Assessment (EqIA) Template

<b>Type of Decision: Tick ✓</b>	<input checked="" type="checkbox"/> Cabinet <input type="checkbox"/> Portfolio Holder <input type="checkbox"/> Other (explain)
Date decision to be taken:	November 2016 Cabinet <a href="#">RES 14</a>
Value of savings to be made (if applicable):	£150k
Title of Project:	Arrangements for the Supply of Temporary Workers
Directorate / Service responsible:	Procurement
Name and job title of Lead Officer:	Munira Kachwala – Commercial Contract Manager
Name & contact details of the other persons involved in the assessment:	Terry Brewer, Tom Whiting
Date of assessment (including review dates):	1.10.16

## Stage 1: Overview

<p><b>1. What are you trying to do?</b></p> <p>(Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>Award a contract for the sum of £88m for the provision of contingent labour to Pertemps Recruitment Partnership on a Master Vendor basis for 3 years with an option to extend by 1 year to commence on 1 January 2017 through the Yorkshire Procurement Organisation (YPO) framework, Lot 1 – Managed Services for Contingent Labour -Master Vendor Model.</p>
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<b>2. Who are the main groups / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</b>	Residents / Service Users		Partners	✓	Stakeholders	
	Staff	✓	Age	✓	Disability	✓
	Gender Reassignment	✓	Marriage and Civil Partnership	✓	Pregnancy and Maternity	✓
	Race	✓	Religion or Belief	✓	Sex	✓
	Sexual Orientation	✓	Other			
<b>3. Is the responsibility shared with another directorate, authority or organisation? If so:</b> <ul style="list-style-type: none"> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	Partners – Yorkshire Procurement Organisation Project Sponsor – Terry Brewer, Divisional Director of Procurement and Contracts Project Manager – Munira Kachwala Division – Human Resources and Development & Shared Services and Procurement					
<b>Stage 2: Evidence &amp; Data Analysis</b>						
<b>4. What evidence is available to assess the potential impact of your proposals? This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected Characteristics.</b>  (Where you have gaps (data is not available/being collated for any Protected Characteristic), you should include this as an action to address in your Improvement Action Plan at Stage 6)						
Protected Characteristic	Evidence			Analysis & Impact		

Age (including carers of young/older people)	<p><b>Harrow Council</b> currently spends £22 million per annum excluding the costs of schools and currently operates a range of managed and neutral vendor service and works with multiple suppliers to resource its workforce. Temporary workers are primarily sourced through external agency suppliers via Pertemps.</p> <p>The benefit of Pertemps is that they capture the workers profile from all the suppliers and report on it to be fed into the Annual Equality reporting</p>	<p>The agency contract has a better representation (9.09%) of 16 -24 year old as compared to the Council's own workforce profile and is closer to the 13.43% of the Harrow Community. The recruitment team is looking at improving on this by working really closely with the Xcite team and building relationship with the managers in getting more apprenticeships/graduates and interims within the organisation. We are working with Communications in using LinkedIn for advertise vacancies to attract a wider audience and better representations from applicants.</p>
Disability (including carers of disabled people)		<p>More work needs to be done to encourage Agency Workers to declare this element of their protected characteristics but this amount of disclosure is reflective of the market. Regular communication and engagement with Agencies who employ these workers to encourage disclosure will continue</p>
Gender Reassignment		<p>More work needs to be done to encourage Agency Workers to declare this element of their protected characteristics but this amount of disclosure is reflective of the market. Regular communication and engagement with Agencies who employ these workers to encourage disclosure will continue</p>
Marriage / Civil Partnership		<p>More work needs to be done to encourage Agency Workers to declare this element of their protected characteristics but this amount of disclosure is reflective of the market. Regular communication and engagement with Agencies who employ these workers to encourage disclosure will continue</p>
Pregnancy and Maternity		<p>More work needs to be done to encourage Agency Workers to declare this element of their protected characteristics but this amount of disclosure is reflective of the market. Regular communication and engagement with</p>

		Agencies who employ these workers to encourage disclosure will continue
Race		<p>Through the Pertemps agency supply, 39.75% workers are from BAME background as compared with the Council Workforce of 34.69%</p> <p><b>42.2% (100,991) of Harrow's usual resident population is White therefore 57.8% of Harrows residents are from the black and minority ethnicity background.</b></p>
Religion and Belief		More work needs to be done to encourage Agency Workers to declare this element of their protected characteristics but this amount of disclosure is reflective of the market. Regular communication and engagement with Agencies who employ these workers to encourage disclosure will continue
Sex / Gender		<p>The gender balance of 37.90% of male and 45.76% female is more reflective of the Harrow Community</p> <p>NB: the reason why this does not add up to 100% is down to the data submitted'</p>
Sexual Orientation		More work needs to be done to encourage Agency Workers to declare this element of their protected characteristics but this amount of disclosure is reflective of the market. Regular communication and engagement with Agencies who employ these workers to encourage disclosure will continue

### Stage 3: Assessing Potential Disproportionate Impact

**5.** Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	✓	✓	✓	✓	✓	✓	✓	✓	✓

**YES** - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, complete a FULL EqIA.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.
- **NO** - If you have ticked 'No' to all of the above, then go to **Stage 6**
- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 6

#### Stage 4: Further Consultation / Additional Evidence

6. What further consultation have you undertaken on your proposals as a result of your analysis at **Stage 3**?

Who was consulted? What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? E.g. revising your proposals

#### Stage 5: Assessing Impact

7. What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?

Protected Characteristic	Positive Impact ✓	Adverse Impact		Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.  <b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</b>	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc <b>(Also Include these in the Improvement Action Plan at Stage 6)</b>
		Minor ✓	Major ✓		
Age (including carers of young/older people)					
Disability (including carers of disabled people)					
Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and Maternity					

Race					
Religion or Belief					
Sex					
Sexual orientation					

<p><b>8. Cumulative Impact</b> – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>	Yes		No	
<p><b>9. Any Other Impact</b> – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>	Yes		No	

**Stage 6 – Improvement Action Plan**

List below any actions you plan to take as a result of this Impact Assessment. These should include:

- Proposals to mitigate any adverse impact identified
- Positive action to advance equality of opportunity
- Monitoring the impact of the proposals/changes once they have been implemented
- Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this?

Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team	Target Date
All	The re-procurement of this contract has enabled us to cascade our commitment to equality down to our suppliers. The YPO Framework and specification ensures that the public sector equality duty is addressed and was built into the procurement process. A requirement is that they ensure that there is representation of underrepresented groups in our temporary supply. It also requires them to proactively address equality issues such as any under-representation in their own workforce.	KPI's, Annual reporting on Equality, Contract Review meetings	Munira Kachwala	Ongoing

**Stage 7: Public Sector Equality Duty**

<p><b>10.</b> How do your proposals meet the Public Sector Equality Duty (PSED) to:</p> <p>1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</p>	<p>By working in partnership with Pertemps who have worked with the council over the years on strategically addressing the requirements of the Public Sector Equality Duty through contractual compliance as well as work with the council positive action such as running local recruitment fairs, apprenticeship projects, training and educating all their internal teams and</p>
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2. Advance equality of opportunity between people from different groups	recruiters and working closely with staff and managers to achieve a workforce that reflects its community and eliminates discrimination.
3. Foster good relations between people from different groups	

### Stage 8: Recommendation

**11.** Which of the following statements best describes the outcome of your EqIA ( ✓ tick one box only)

<b>Outcome 1</b> – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed.	✓
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<b>Outcome 2</b> – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are included in the Action Plan to be addressed.	
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<b>Outcome 3</b> – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. <b>(Explain this in Q12 below)</b>	
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<b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.	
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### Stage 9 - Organisational sign Off

<b>13.</b> Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	
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Signed: (Lead officer completing EqIA)	Munira Kachwala	Signed: (Chair of DETG)	
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Date:		Date:	
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Date EqIA presented at Cabinet Briefing (if required)		Signature of DETG Chair (following Cabinet Briefing if relevant)	
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