

Equality, Diversity, Cohesion and Integration Impact Assessment



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. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: City Development	Service area: Employment and Skills
Lead person: Michelle Anderson	Contact number: 0113 24 78424
Date of the equality, diversity, cohesion and integration impact assessment:	
11 th December 2013	

1. Title: 18-24 Young Talent : Head Start Programme in Leeds
Is this a:
<input type="checkbox"/> Strategy /Policy <input type="checkbox"/> Service / Function <input checked="" type="checkbox"/> Other
If other, please specify

2. Members of the Assessment Team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Michelle Anderson	Head of Projects & Programme, E&S	Programme Management
Alice Winter	Head of Employment Leeds, E&S	Implementation of job brokerage support.
Liz Lawrence	Employment & Skills Out Reach Manager	Implementation of employability/job search support.

3. Summary of strategy, policy, service or function that was assessed:
The City Region LEP was recently awarded £4.6m to deliver the “Young Talent: Head Start” Programme providing support to long term unemployed young people to secure employment in a competitive labour market. Leeds will receive £1.2m to develop a local programme capitalising on the success of the Devolved Youth Contract model. Each young person will receive an intensively supported work experience with a local employer including training and employability support. The programme will be managed by the Council in partnership with Jobcentre Plus and will run for 2 years. Activities will begin in March 2014. On 14 th February 2014, the Executive Board will be asked authorise expenditure of the £1.2m allocated to Leeds on project activities.

4. Scope of the equality, diversity, cohesion and integration impact assessment (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)
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4a. Strategy, policy or plan (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
Please provide detail:	

4b. Service, function, event please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service - in part	<input checked="" type="checkbox"/>

(by contract or grant) (please see equality assurance in procurement)	
<p>Please provide detail:</p> <p>The programme in Leeds will provide 800 young unemployed people with an intensive supported work experience for up to 8 weeks and tailored to address individual barriers impacting on the young person's ability to secure employment. The target group will be aged 18-24 years, unemployed for 6 months (claiming Jobseekers' Allowance) and generally with additional needs.</p> <p>The programme will be managed by the Council working in partnership with Jobcentre Plus to broker appropriate work experience and employment opportunities. Referrals will be through a central point of contact in Jobcentre Plus and be on a voluntary basis.</p> <p>Each work placement will be unpaid and will include training and a guaranteed job interview. During the work placement each young person will be expected to undertake job search activities to improve their chances of securing long term employment through the Council's Jobshops.</p> <p>The services of an external provider will be procured by the Council to provide flexible and personalised support to each young person to address any barriers they may have or, that may arise during their placement. Activities will include pastoral support, help to increase the young person's confidence and improve their employability skills. A Procurement Officer in the Council's Procurement Unit has been appointed. Equality assurance will be considered as part of the development of the tender documentation and throughout the procurement process in line with the Council's Contract Procurement Rules (CPR).</p>	

<p>5. Fact finding – what do we already know</p> <p>Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.</p> <p>(priority should be given to equality, diversity, cohesion and integration related information)</p> <p>The primary source of information used to carry out this assessment is the Leeds City Region Partnership's Outline Proposal: Tackling Youth Unemployment in Leeds City Region, Young Talent: Head Start, 20th September 2013. The proposal sets out the justification for the programme and, in particular the targeting of unemployed young adults, 18-24 years old and is based on information provided by Jobcentre Plus which includes data relevant to Leeds.</p> <p>Are there any gaps in equality and diversity information</p> <p>Please provide detail:</p> <p>There are no known gaps in equality and diversity information at this stage. Jobcentre Plus will make all referrals and will be targeting those individuals who require additional support, advice and guidance to maximise their employment and career progression opportunities.</p>

Action required:

Contract management systems in place in the Council will ensure on-going monitoring of access and outcomes for equality groups as part of the implementation of the programme.

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes

No

Please provide detail:

Action required:

As part of the implementation, young people will be encouraged and supported to have wider involvement in the programme so that their views can be taken into account as the programme develops over the next two years. Furthermore, the views of young people will be captured through the two 18-24 year olds from the target group who will be appointed to act as roving Young Ambassadors on the programme. The ambassadors will engage young people to promote the programme and be proactive on Twitter, Facebook and Linked-In.

7. Who may be affected by this activity?

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

Age

Carers

Disability

Gender reassignment

Race

Religion or Belief

Sex (male or female)

Sexual orientation

Other (unemployed)

(for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)

Please specify:

Stakeholders

Services users

Employees

Trade Unions

Partners

Members

Suppliers

Other please specify

Potential barriers.

Built environment

Location of premises and services

Information and communication

Customer care

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

Specific barriers to the strategy, policy, services or function

Please specify

Not applicable.

8. Positive and negative impact

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers.

8a. Positive impact:

Over 800 young people will be given the opportunity to undertake an 8 week work experience, increase their skills levels and have a guaranteed interview with a local employer. Young people targeted will have exhausted the initial self-help phase of job search with Jobcentre Plus and typically be hitting barriers at the application and/or interview stage. Many will also lack real work experience and be perceived as a risky choice for employers who have access to more experienced older workers, economic migrants and better qualified graduates. This route is therefore designed to offset some of these risks by putting in place a structured support framework, giving young people a chance to prove themselves in the labour market.

The intention is that 40% of the young people who join the programme will gain a job and 30% will still be in a job at 6 months which will trigger the Government's Wage Incentive available to employers.

Action required:
Any individual who is deemed unsuitable for the programme after the initial assessment / recruitment or those who have not secured employment after the 3 months, will be referred back to Jobcentre Plus for additional support.

8b. Negative impact:
Only young people 18-24 years old and on Jobseekers' Allowance for 6 months will be eligible for support, parameters which have been set by the Government.
Action required:
All unemployed people have access to a range of programmes through Jobcentre Plus as part of the Government's Get Britain Working initiative which provides a menu of flexible interventions to complement core activities available to unemployed people. In addition, there are a range of other programmes and initiatives delivered through the Council aimed at supporting young people to improve their skills and gain employment e.g. Devolved Youth Contract (16-17 year olds), Apprenticeship Training Agency and Apprenticeship Hub (prioritising 16-18 years old) and, Community Learning (19 years +). These activities will continue to be promoted to the target groups.

9. Will this activity promote strong and positive relationships between the groups/communities identified?
<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide detail:
All young people referred will participate, in groups, in an assessment and recruitment process. The process will also bring employers and young people together where possible helping to establish at an early stage, positive relationships. In addition, the intensive support work will include group activities which will also help to further relationships between the young people. The appointment of the two Young Ambassadors will actively help to promote the project and contribute towards improved relationships between young people and employers. The Ambassadors will be chosen based on their ability to exemplify the positive traits and qualities which employers expect to receive and, will engage directly with employers and young people to promote the programme and be proactive on Twitter, Facebook and Linked-In.

Action required:

No further action identified at this stage.

10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?

Yes

No

Please provide detail:

See No. 9 above.

Action required:

No further action identified at this stage.

11. Could this activity be perceived as benefiting one group at the expense of another?

Yes

No

Please provide detail:

Target group is 18- 24 years olds who have been unemployed for at least 6 months.

Action required:

See No. 8b above.

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
Individuals unsuitable for the project or who have not secured employment will be referred back to Jobcentre Plus for additional support.	Throughout the lifetime of the project (Mar 14 – Mar 16).	Each young person referred back to Jobcentre Plus will continue to be tracked through existing systems and procedures in place.	Personal Advisors, Jobcentre Plus.
Targeted programmes and initiatives delivered through the Council will promoted to other groups of unemployed people to improve their skills and gain employment e.g. Devolved Youth Contract (16-17 year olds), Apprenticeship Training Agency and Apprenticeship Hub (prioritising 16-18 years old) and, Community Learning (19 years +).	Current – Sep 16.	Destination of each young person participating on each of the programmes will continue to be monitored through existing contract management procedures in place.	Head of Projects and Programmes, Employment and Skills.
Contract management systems	On-going	Existing systems in place will	Head of Projects and

Action	Timescale	Measure	Lead person
in place will ensure on-going monitoring of access and outcomes for equality groups as part of the implementation of this project.		measure gender, age, postcode, ethnicity, disability, sexual orientation, relationship status, religion and residency.	Programmes, Employment and Skills
The views of young people will be captured through the two 18-24 year olds from the target group who will be appointed, to act as roving Young Ambassadors for the programme. The ambassadors will engage with young people to promote the programme and be proactive on Twitter, Facebook and Linked-In.	During the lifetime of the project. It is anticipated that the ambassadors will be in post by June 2014.	To be determined.	LCR Secretariat (Dixie Potter).

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Sue Wynne	Chief Officer Employment and Skills	8 th January 2014

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other (please specify)

15. Publishing

This Equality, Diversity, Cohesion and Integration impact assessment will act as evidence that due regard to equality and diversity has been given.

If this impact assessment 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** Equality and Diversity, Cohesion and Integration impact assessment'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

If relates to a Key Decision – **date sent to Corporate Governance** 16th January 2014

Any other decision – **date sent to Equality Team (equalityteam@leeds.gov.uk)**