

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: Children's Services	Service: Employment and Skills
Lead person: Michelle Anderson	Contact number: 0113 24 78424
Date of the equality, diversity, cohesion and integration impact assessment: 12 July 2016	

1. Title: Skills Funding Agency (SFA) Adult Education Budget - Funding Contract 2016-17
Is this a:
Strategy /Policy <input type="checkbox"/> Service / Function <input checked="" type="checkbox"/> Other <input type="checkbox"/>
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	Employment and Skills	Head of Projects & Programmes
Chris Towing	Employment and Skills	Projects & Programmes Senior Manager
Ann Eveleigh	Employment and Skills	Programme Manager

3. Summary of strategy, policy, service or function that was assessed:

This Key Decision relates to authorisation of expenditure by the council of the 2016-17 £2.1million grant funding allocated to Leeds from the Skills Funding Agency (SFA)'s Adult Education Budget and, acceptance of the new SFA Conditions of Grant Funding for the

academic year 2016-17.

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)

Authorisation of the Grant and Conditions of Funding contract has no Equality and Diversity / Cohesion and Integration implications.

Subject to approval of the above, the deployment of resources across communities and groups with protected characteristics will be considered further including programme content, access, quality of delivery and outcomes. An impact assessment will be undertaken prior to the awarding of call-off contracts to providers on the three-year Adult Learning Framework for delivery in the 2016/17 academic year.

4a. Strategy, policy or plan

(please tick the appropriate box below)

The vision and themes, objectives or outcomes

☐

The vision and themes, objectives or outcomes and the supporting guidance

☐

A specific section within the strategy, policy or plan

☐

Please provide detail:

Not applicable.

4b. Service, function, event

please tick the appropriate box below

The whole service
(including service provision and employment)

☐

A specific part of the service
(including service provision or employment or a specific section of the service)

☐

Procuring of a service
(by contract or grant)

☒

Please provide detail:

Authorisation of expenditure by the Council of the £2.1million grant funding allocated to Leeds from the Skills Funding Agency's Adult Education Budget and the acceptance of the

new SFA Conditions of Grant Funding for the academic year 2016-17.

5. Fact finding – what do we already know

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.

(priority should be given to equality, diversity, cohesion and integration related information)

Appendices (available on request)

- Appendix 1 – SFA Summary of Changes 2016-17

Background Documents (available on request)

- SFA Conditions of Funding Grant 16-17 FINAL June 16.
- Adult Education Budget changing context and arrangements for 2016 to 2017
- ANE10003853 LEEDS CITY COUNCIL Final 1 801242.

Are there any gaps in equality and diversity information

Please provide detail:

There are no known gaps in equality and diversity information at this stage.

Action required:

Not applicable.

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

Yes

☒

No

☐

Please provide detail:

- 1 The Executive Member for Employment, Skills and Opportunity has been informed about the 2016-17 SFA funding allocation and Conditions of Grant variations.
- 2 The PPPU Legal Officer has reviewed the new contract and agreed the contents.
- 3 The Finance Manager has reviewed the new contract and will review the profile of payments to the Council from the SFA for the academic year 2016/17 after the contract is signed.

Action required:

None

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	<input type="checkbox"/>	Carers	<input type="checkbox"/>	Disability	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Race	<input type="checkbox"/>	Religion or Belief	<input type="checkbox"/>
Sex (male or female)	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>		
Other	<input type="checkbox"/>				
<p>(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)</p> <p>Please specify:</p> <p>Not applicable.</p>					
Stakeholders					
Services users	<input type="checkbox"/>	Employees	<input type="checkbox"/>	Trade Unions	<input type="checkbox"/>
Partners	<input type="checkbox"/>	Members	<input checked="" type="checkbox"/>	Suppliers	<input type="checkbox"/>
Other please specify: Legal and Financial Services					<input checked="" type="checkbox"/>
Potential barriers.					
Built environment	<input type="checkbox"/>	Location of premises and services	<input type="checkbox"/>		
Information	<input type="checkbox"/>	Customer care and communication	<input type="checkbox"/>		
Timing	<input type="checkbox"/>	Stereotypes and assumptions	<input type="checkbox"/>		
Cost	<input type="checkbox"/>	Consultation and involvement	<input type="checkbox"/>		
Financial exclusion	<input type="checkbox"/>	Employment and training	<input type="checkbox"/>		

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:

Not applicable.

Action required:

None.

8b. Negative impact:

Not applicable.

Action required:

None.

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

☐

No

X

Please provide detail: Not applicable.

Action required:

None.

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

☐

X

Yes	No
Please provide detail: Not applicable.	
Action required: None.	

11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)	
Yes <input style="width: 40px; height: 25px;" type="checkbox"/>	No <input checked="" style="width: 40px; height: 25px;" type="checkbox"/>
Please provide detail: Not applicable.	
Action required: None.	

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

[illegible]

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	14 July 2016
Date impact assessment completed		12 July 2016

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

As part of Service Planning performance monitoring

☐

As part of Project monitoring (and management)

☒

Update report will be agreed and provided to the appropriate board
Please specify which board:

☐

Other (please specify)

☐
15. 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 impact assessment 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 impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent: XX July 2016
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: