

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: Children's Services	Service area: Employment and Skills
Lead person: Craig Skinner	Contact number: 07891 279488
Date of the equality, diversity, cohesion and integration impact assessment:	
20 December 2016	

1. Title: Head Start Phase 2 Programme

Is this a:

☐ **Strategy /Policy**
☐ **Service / Function**
☒ **Other**

If other, please specify: Extension of existing contract

2. Members of the Assessment Team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Craig Skinner	Employment Skills Service and	Senior Project Manager
Michelle Anderson	Employment Skills Service and	Head of Projects and Programmes

<p>3. Summary of strategy, policy, service or function that was assessed:</p>
<p>The Head Start Phase 2 Programme continues to support young people 16-24 who remain some distance from the labour market to acquire new skills and move into work. This includes young care leavers who can face additional and often complex barriers to employment.</p> <p>The Council commenced delivery of the Phase 2 Programme in September 2016 and has the opportunity to maximise the external funding available to the end of March 2017, by increasing the cohort of young people supported to acquire new skills and secure employment for care leavers.</p> <p>This assessment concerns the decisions to increase the cohort of young people supported and to vary an existing contract to deliver additional key worker support.</p>

<p>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)</p>
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<p>4a. Strategy, policy or plan (please tick the appropriate box below)</p>	
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"/>
<p>Please provide detail:</p>	

<p>4b. Service, function, event please tick the appropriate box below</p>	
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 type="checkbox"/>

Procuring of a service - variation (by contract or grant) (please see equality assurance in procurement)	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">X</div>
<p>Please provide detail:</p> <p>The Phase 2 Head Start Programme is providing approximately 45 young unemployed people with tailored support to address individual barriers impacting on their ability to secure employment. To date 30 young people have completed training and started on their 8 week paid placement. A further cohort of 15 young people will start in January and it is proposed to increase the number of participants from 15 to 20 in this final cohort.</p> <p>Equality assurance was considered as part of the original procurement process in March 2014 and in relation to the waiver of the extended contract with Aspire-Igen in September 2016, in line with the Council's Contract Procurement Rules (CPR).</p>	

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)

There are approximately 200 care leavers in the city that are being supported by the Council at any time, however, there is currently only one employability programme specifically targeted at this priority group helping young people move into work.

The widening eligibility of the Head Start Phase 2 Programme provides the Council with an opportunity to use this additional investment, along with some existing funding within the Employment and Skills' budget, to offer a longer and enhanced support programme specifically for young care leavers, and make positive contribution to one of the Council's key priorities.

Increasing the number of participants will enable more young people to benefit from this programme.

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:

Contract management systems in place in the Employment and Skills Service will ensure on-going monitoring of access and outcomes for the target group.

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

☐☒

Please provide detail:

Action required:

The Head Start Phase 2 programme encourages and supports young people to have wider involvement in the programme through focus groups, facilitated by Aspire-IGEN and monthly surveys managed by LCREP level, ensuring their views are taken into account. Furthermore, the views of young people will continue to be captured through Young Ambassadors appointed on the original programme and, who have been through the Head Start 'experience' themselves. The ambassadors engage young people to promote the programme and be proactive on social media.

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: Unemployed young people with low educational attainment and skills levels and care leavers will be supported.

Stakeholders

☒

Services users

☐

Employees

☐

Trade Unions

☒

Partners

☐

Members

☒

Suppliers

☐

Other please specify

Potential barriers.	
<input type="checkbox"/> Built environment	<input type="checkbox"/> Location of premises and services
<input type="checkbox"/> Information and communication	<input type="checkbox"/> Customer care
<input checked="" type="checkbox"/> Timing	<input type="checkbox"/> Stereotypes and assumptions
<input type="checkbox"/> Cost	<input type="checkbox"/> Consultation and involvement
<input type="checkbox"/> Specific barriers to the strategy, policy, services or function	
<p>Please specify</p> <p>The funding must be spent by the end of March 2017. To enable the Council to maximise this investment to support priority groups of young people, Contract Procedure Rules No 7.1 and 21.7 – Low Value will be waived to increase the maximum value of the contract to Aspire-IGEN up to £92,500. The contractor has staff in place to manage increased numbers of participants immediately and to deliver key worker support as part of the Phase 2 programme to 31 March 2017.</p>	

<p>8. Positive and negative impact</p> <p>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.</p>
<p>8a. Positive impact:</p> <p>By March 2017, a further 5 young people with additional barriers will be provided with the support required to move them into employment, increase their skills levels and confidence.</p> <p>The Head Start Phase 2 Programme has, to date, supported 30 young people in to training and all 30 have started their 8 week paid placement.</p> <p>Action required:</p> <p>Not applicable.</p>

<p>8b. Negative impact:</p> <p>The eligibility criterion restricts programme support to young people 18-24 years old only. These parameters were set by Cabinet Office. Other support is available locally to residents outside of this age range seeking employment.</p> <p>Action required:</p>

Not applicable.

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

☒

Yes

☐

No

Please provide detail:

The process brings employers and young people together where possible helping to establish at an early stage, positive relationships. In addition, the intensive support work delivered by Aspire-IGEN includes group activities building relationships between the young people drawn from different areas of the city and different backgrounds.

Action required:

Not applicable.

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:

Not applicable.

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

☒

Yes

☐

No

Please provide detail:

The programme is targeted to 18- 24 year olds who are claiming out-of-work benefits or without a job. The Council will also focus the increased number of participants on care leavers, a group that often face additional and complex barriers impacting on their ability to move into work.

Action required:

Not applicable.

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

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
Michelle Anderson	Head of Projects and Programmes	20 December 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
- ☐ 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**

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

January 2017