

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: Martyn Long	Contact number: 07712 214341
Date of the equality, diversity, cohesion and integration impact assessment: 29 September 2017	

1. Title: Leeds City Council Apprenticeship Training providers Framework Awards
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
Martyn Long	Employment and Skills	Head of Projects & Programmes
Chris Towing	Employment and Skills	Projects & Programmes Senior Manager

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

The Council undertook a commissioning exercise to procure a framework of training providers to support delivery of apprenticeship training in Leeds. This equality screening concerns the appointment of the successful bidders to the framework

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)

This screening concerns the award of framework contracts to 24 providers, to deliver apprenticeship training on behalf of the Council.

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:
Not applicable

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 type="checkbox"/>
Procuring of a service (by contract or grant)	<input checked="" type="checkbox"/>

Please provide detail:
The Council's Apprenticeship Training Programme will be sub-contracted to external providers. The Education and Skills Funding Agency (ESFA) contractual obligations require

the Council to ensure that any sub-contracting processes are open and transparent.

All 24 providers have been selected following a competitive Framework procurement process in 2017. This process remains fully compliant with the Council's Procurement and Financial Rules and Regulations.

Recommendations have been informed by provider quality criteria, capacity, academic level of training offered, best fit with ESFA and Council priorities and value for money. Final proposals were agreed by an Evaluation Panel in September 2017. The panel Council wide representative from all directorates.

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)

The Government introduced a levy of 0.5% on employers to fund apprenticeships with effect from April 2017. It is collected monthly from employers with a pay bill in excess of £3 million through the Pay-As-You-Earn system (PAYE) and applies to both the public and private sectors across the UK.

The Levy amount of 0.5% of the Council's pay bill equates to c£2.6m per year. This is taken at source by HMRC and returned with an additional 10% top-up into a digital account which can only be used to pay for approved apprenticeship training and assessment. The national programme is managed by the Education and Skills Funding Agency (ESFA).

In addition to the Levy, the government have also introduced legislation that states that all public sector organisations will be required to ensure that 2.3% of their workforce are apprentices at any one time. This presents the council with a significant challenge. For the Council this target equates to around 300 apprenticeships, plus another 150-200 for maintained schools and can be applied both to new joiners and to upskill existing staff where there is a demonstrable business need. Levy funds can be used on apprenticeship training and end-point assessment for up to 2 years after they are initially raised.

Are there any gaps in equality and diversity information

Please provide detail:

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

Action required:

The Employment and Skills Service has robust contract management arrangements in place. All providers will be required to submit Equality Diversity and Community Cohesion (EDCC) information as part of their contractual reporting to demonstrate that equality issues have been considered and will be embedded in the planning, delivery and review of provision.

The Apprentice Training provision is subject to Ofsted requirements through the Common

Inspection Framework which are built into the contract monitoring and quality assurance processes. This includes a key focus on equality and diversity including providing quality inclusive services, identifying and removing barriers and narrowing any gaps in apprentice trainee participation and achievement.

Officers will continue to monitor equality and diversity data as part of the scheduled programme of formal contract management meetings with each provider throughout each academic year to ensure any gaps in equality or diversity that may emerge can be addressed quickly.

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

Yes No

Please provide detail:

Council directorates where different types of Apprentice training will be required.

Action required:

No further action required.

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

The Council will employ approximately 300 staff each year as Apprentices according to the Council's Equality and diversity recruitment policy. Existing Council staff may also be eligible to undertake apprenticeships to further their career opportunities.

Stakeholders

Services users Employees Trade Unions
Partners Members Suppliers
Other please specify

Potential barriers.

Built environment Location of premises and services
Information Customer care

and communication			
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			<input type="checkbox"/>
Please specify			
None			

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:

The Council's Apprentice Training Programme will support in the region of 300 individuals in Leeds acquire qualifications from level 2 up to level 6 each year. Approval of the proposed Framework appointments to providers will enable delivery of a balanced programme of activities across the Council.

Action required:

Not applicable

8b. Negative impact:

None identified

Action required:

Not applicable

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

Yes No

Please provide detail:

The provision offers a broad range of accredited training suitable for apprentices of different ages and backgrounds and makes a positive impact on the social and economic well-being

of individuals, their families and communities.

The proposed framework includes large academic providers offering a broad range of learning courses and smaller private and third sector organisations specialising in specific training and qualifications.

Action required:

None

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

Yes

No

Please provide detail:

Apprenticeship Training will bring different individuals into contact with each other.

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

No

Please provide detail:

The main purpose of this Apprenticeship Levy funded activity is to deliver accredited learning provision for Apprentices 19 years and over that meet the minimum academic entry requirements.

Action required:

None

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
All providers to submit Equality Diversity and Community Cohesion (EDCC) information as part of their contractual reporting to demonstrate that equality issues have been considered and is embedded in the planning, delivery and review of provision.	Contract monitoring meetings with all providers.	Officers to monitor equality and diversity data as part of the scheduled programme of formal contract management meetings to ensure any gaps in equality or diversity that may emerge can be addressed quickly.	Programme Manager
Ensure providers have accessible delivery sites and facilities.	Ongoing as part of training course proposals and preparations.	Availability of accessible venues and facilities suitable for all Council apprentices.	Programme Manager.

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	October 2017
Date impact assessment completed		29 September 2017

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

As part of Service Planning performance monitoring	<input checked="" type="checkbox"/>
As part of Project monitoring	<input type="checkbox"/>
Update report will be agreed and provided to the appropriate board Please specify which board:	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

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: October 2017
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: