

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: Martyn Long	Contact number: 07712 214341

Date of the equality, diversity, cohesion and integration impact assessment: 5 December 2017

1. Title: Appointment of Sp	ecialist Adult Learning Provider	
Is this a:		
Strategy /Policy	X Service / Function	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
Martyn Long	Employment and Skills	Head of Projects and Programmes
Ann Eveleigh	Employment and Skills	Adult Learning Programme Manager

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

This assessment relates specifically to the proposal to award a low value contract (under  $\pounds 10,000$ ) to a specialist destination survey provider, without competition, to repeat a sample destination survey of 800 learners, a representative 10% sample of Adult Learners, who undertook courses in academic year 2016-17. The proposals are in accordance with Contract Procedure Rules (CPR) 7 and 7.1.

#### 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)

<b>4a. Strategy, policy or plan</b> (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:	

<b>4b. Service, function, event</b> 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	X
Please provide detail:	
See description above.	

#### 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)

Information taken into account during this assessment includes:

- feedback and guidance from OFSTED about learner destination intelligence (relating to the decision to procure a survey of learners);
- feedback from adult learning providers in the LEAFEA region (relating to the decision to procure a survey of learners and the most appropriate means of providing that service).

Are there any gaps in equality and diversity information Please provide detail:

There are no known gaps in equality and diversity information.

Action required: Not applicable.

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

**x** 

No

Please provide detail:

Yes

A sample of adult learners who have expressed their willingness to be contacted will be involved. Each learner's specific contact preferences are recorded in the Maytas MIS by the learning provider and will be used in the compilation of the sample list of learners to survey by telephone.

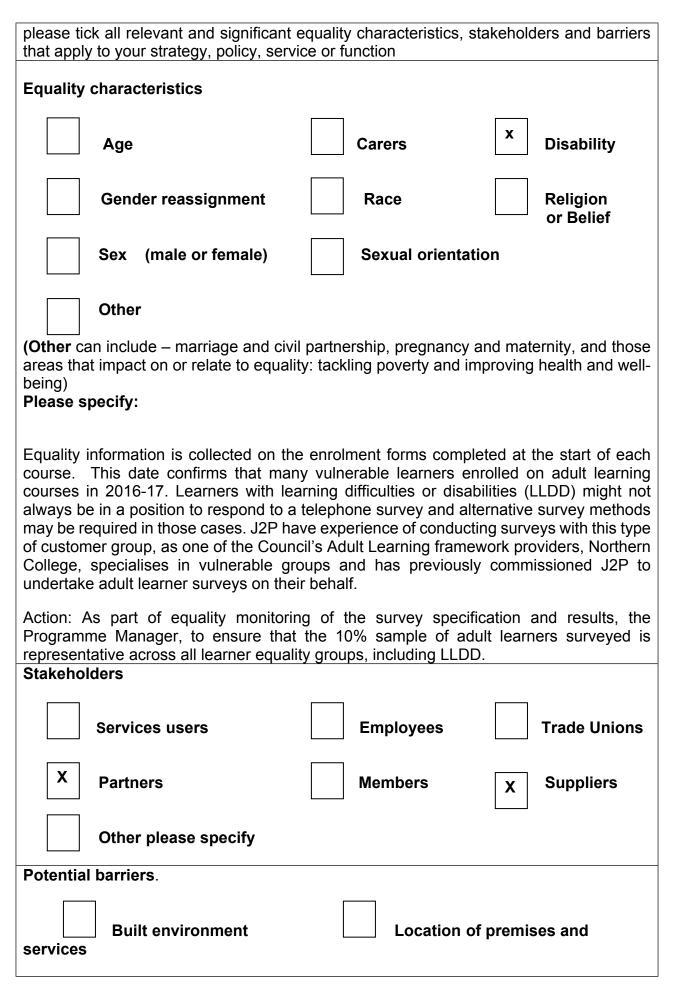
The Adult Learning Trust Board, LEAFEA members and delivery providers including local FE colleges were included in the soft market testing exercise led by the Adult Learning Programme Manager, to identify providers available and reliable destination survey providers. Stakeholders support the Council's recommendation to award a one off low value contract to J2 Profit (J2P) as the only viable provider.

# Action required:

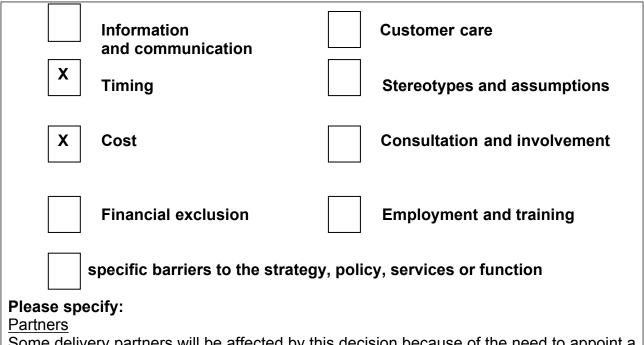
Not applicable

#### 7. Who may be affected by this activity?

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Some delivery partners will be affected by this decision because of the need to appoint a provider outside of the existing provider framework. All FE college providers have however been consulted and have indicated their support of these proposals.

<u>Timing</u>

Delivery of this service is time critical as the survey must be completed by February 2018 as part of the Self-Assessment Review process.

<u>Cost</u>

The expected cost of undertaking the survey is comparable with other learning provision that is commissioned by the Employment and Skills Service. Payments made to the provider will be subject to the submission of invoices and satisfactory evidence of delivery and learner destination reports.

#### 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 delivery of these services will provide a better understanding of adult learners' actual destinations to help better plan future provision in Leeds.

#### 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?			
X Yes No			
<b>Please provide detail:</b> The adult learning providers on the existing framework continue to support the intention to appoint J2P to deliver a repeat learner destination survey as this will continue to support and inform targeting of future provision/outcomes for learners.			
Ensuring that all learners are surveyed in an appropriate manner will promote the Council's reputation as an organisation that treats people fairly and works for all of our communities.			
Action required:			
Not applicable.			
<b>10.</b> Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)			
Yes X No			
Please provide detail:			
Action required:			
Not applicable.			
<b>11.</b> 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 X No			

## Please provide detail:

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The proposal is to award a low value contract directly to a specialist provider without going out to market following stakeholder consultation and soft market testing which has identified no local competitor able to deliver these services in the required timeframe.

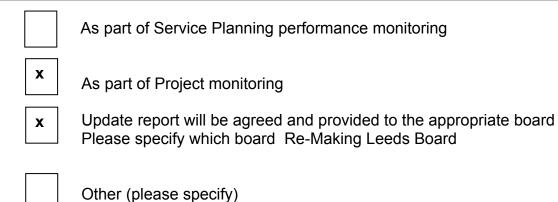
Action required: Not applicable.

# **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
Action 1:		As part of equality monitoring of the survey specification and results, the Programme Manager to ensure that the 10% sample of adult learners surveyed is representative across all learner equality groups.	Programme Manager

<b>13. Governance, ownership and approval</b> State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment			
Name	Job Title	Date	
Martyn Long	Head of Projects and Programmes	5 December 2017	
Date impact assessment completed		5 December 2017	

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



### 15. Publishing

This Equality, Diversity, Cohesion and Integration impact assessment will act as evidence that due regard to equality and diversity has been given to **Administrative Decision** expected in August prior to the procurement of specialist heritage construction training.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- 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 <u>equalityteam@leeds.gov.uk</u> 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 <b>Directorate</b>	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: TBC