

# 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

<b>Directorate: City Development</b>	<b>Service area: Employment and Skills</b>
<b>Lead person: Martyn Long</b>	<b>Contact number: 07712 214341</b>
<b>Date of the equality, diversity, cohesion and integration impact assessment: 20 August 2018</b>	

<b>1. Title:</b> Apprenticeship Levy Training Programme - 2018-23 Provider Contracts
Is this a:
<b>Strategy / Policy</b> <input type="checkbox"/> <b>Service / Function</b> <input checked="" type="checkbox"/> <b>Other</b> <input type="checkbox"/>
<b>If other, please specify</b>

## 2. Members of the assessment team:

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service, specialist</b>
Martyn Long	Employment and Skills	Head of Projects & Programmes
Chris Towning	Employment and Skills	Projects & Programmes Senior Manager
Gemma Haynes	Employment and Skills	Programme Manager

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

The Council successfully registered as an apprenticeships Employer-Provider in February 2018 with the ESFA, and in May 2018 the Employment and Skills Dynamic Purchasing System (DPS) Category 10 for Apprenticeships Training was established.

In July 2018, a DPS Category 10 (Apprenticeships Training) mini-competition was published to all 24 providers registered on the DPS Category 10 to procure multiple apprenticeship training providers under the Employer-Provider model.

This report seeks authorisation to award five year £0 value contracts to those providers listed in Confidential Appendix 1, commencing on 1 September 2018 and running through to 31 October 2023.

The proposals set out in this report contribute to the Best Council Plan 2018/19 priorities around supporting economic growth and access to economic opportunities, providing skills programmes and employment support. The Apprenticeships Training programme will also contribute to the Council’s ambitions set out in the Council’s Inclusive Growth Strategy and the Leeds Talent and Skills Plan.

**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 contract to 20 Apprenticeships Training providers on the Employment and Skills Dynamic Purchasing System (DPS) to deliver Apprenticeships Training activities on behalf of the Council for the next five years 1 September 2018 to 31 October 2023.

**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	<input type="checkbox"/>
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(including service provision and employment)	
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"/>
<p><b>Please provide detail:</b></p> <p>The Council successfully registered as an apprenticeships Employer-Provider in February 2018 with the ESFA, and in May 2018 the Employment and Skills Dynamic Purchasing System (DPS) Category 10 for Apprenticeships Training was established.</p> <p>In July 2018, a DPS Category 10 (Apprenticeships Training) mini-competition was published to all 24 providers registered on the DPS Category 10 to procure multiple apprenticeship training providers under the Employer-Provider model.</p> <p>All 20 training providers that submitted a bid in the mini-competition will receive contracts commencing on 1 September 2018 and running through to 31 October 2023.</p>	

<p><b>5. Fact finding – what do we already know</b></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>All providers were required to submit Equality Diversity and Community Cohesion (EDCC) information as part of their applications to join the DPS and in subsequent mini competitions. Providers will continue to report on and demonstrate that equality issues have been considered and will be embedded in the planning, delivery and review of provision. The provision is also 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 participation and achievement.</p> <p><b>Are there any gaps in equality and diversity information</b></p> <p><b>Please provide detail:</b></p> <p>There are no known gaps in equality and diversity information at this appointment stage.</p> <p><b>Action required:</b></p> <p>The Employment and Skills Service has robust contract management arrangements in place. All providers are required to submit an 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 process for reporting and monitoring equality and diversity information is clearly defined in the Apprenticeships Training Programme provider handbook that is updated annually.</p>
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The provision is also 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 learner participation and achievement. The Council Adult Learning Programme was inspected by Ofsted in February 2017 and was found to be a “Good” provider. The Apprenticeships Training Programme will use existing quality officers and processes to comply with the same Common Inspection Framework criteria.

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:**

All Apprentices will be Council or LA schools staff and will be surveyed for their feedback regularly both during their apprenticeships and at the end of their training.

**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

**Equality characteristics**

Age  Carers  Disability   
 Gender reassignment  Race  Religion or Belief   
 Sex (male or female)  Sexual orientation   
 Other

(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)

**Please specify:**  
Council and LA schools staff.

**Stakeholders**

Services users	<input checked="" type="checkbox"/>	Employees	<input type="checkbox"/>	Trade Unions	<input type="checkbox"/>
Partners	<input checked="" type="checkbox"/>	Members	<input checked="" type="checkbox"/>	Suppliers	<input checked="" type="checkbox"/>
Other please specify	<input 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			<input type="checkbox"/>

**Please specify**

The service will work with providers to ensure access and support for all Council and LA schools apprentices identifying and addressing their needs at an individual level.

**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 Apprenticeships Training Programme will support in the region of 550 Council staff to acquire new skills each year.

Training providers will also be expected to:

- Promote equality and diversity through teaching, training and assessment
- Offer appropriate, timely and impartial information, advice and guidance

**Action required:**

Not applicable

<b>8b. Negative impact:</b>
None identified
<b>Action required:</b>
Not applicable

<b>9. Will this activity promote strong and positive relationships between the groups/communities identified?</b>
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Please provide detail:</b>
The allocation of awards proposed includes large academic providers such as Universities and FE Colleges in and near Leeds offering a broad range of high level Apprenticeships Standards at Levels 4 through 7 (Master's Degree) and smaller organisations specialising in sector specific training activities at Levels 2 through 4.
<b>Action required:</b>
None

<b>10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)</b>
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Please provide detail:</b>
The Apprenticeship Training will bring different Council staff individuals and groups from all Directorates into contact with each other.
<b>Action required:</b>
None

<b>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)</b>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Please provide detail:</b>
The main purpose of this ESFA Levy funded activity is to facilitate Apprenticeships for all staff employed by the Council or LA Schools.
<b>Action required:</b>
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)

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead Person</b>
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 and Quality Manager
Providers to provide quality inclusive services, identifying and removing barriers and narrowing any gaps in learner participation and achievement.	Initial training curriculum negotiations and contract monitoring meetings with all providers.	See above	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	August 2018
<b>Date impact assessment completed</b>		20 August 2018

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

As part of Service Planning performance monitoring	<input type="checkbox"/>
As part of Project monitoring	<input checked="" type="checkbox"/>
Update report will be agreed and provided to the appropriate board Please specify which board: Council Apprenticeships Board	<input checked="" 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](mailto: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 <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent: June 2018
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: