

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: 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: 19/08/2020	

1. Title: Apprenticeship Managed Learning Environment Contract - 2020-25
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 Towning	Employment and Skills	Projects & Programmes Senior Manager
Gemma Haynes	Employment and Skills	Projects & Programmes Senior 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 December 2018 began delivering Leadership and Management apprenticeships to existing members of staff.

Throughout the summer of 2020 the leading providers of apprenticeship managed learning environments were invited to demonstrate their products to the Apprenticeship Team. In August 2020, a DPS Category 4 & 5 mini-competition (DN490767) was published to all providers registered on the DPS to procure as providers of a Managed Learning Environment and E-Portfolio solution.

The proposals set out in this assessment and associated reports contribute to the following Best Council Plan 2020/21 priorities :

Inclusive Growth:

- Supporting businesses and residents to improve skills, helping people into work and into better jobs
- Supporting the City’s economic recovery from COVID-19 and building longer-term economic resilience
- Supporting growth and investment, helping everyone benefit from the economy to their full potential

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 one provider on the Employment and Skills Dynamic Purchasing System (DPS) to deliver the provision of a secure managed learning environment on behalf of the Council for an initial five years from 01/11/2020 to 31/10/2025.

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:	
<p>The Council successfully registered as an apprenticeships Employer-Provider in February 2018 with the ESFA, and in December 2018 began delivering Leadership and Management apprenticeships to existing members of staff.</p> <p>In August 2020, a mini-competition was published to all providers registered on the DPS in Categories 4 and 5 to procure as an apprenticeship managed learning environment solution, to support the Council delivering apprenticeships under the Employer-Provider model.</p> <p>One provider, from the three that submitted a bid in the mini-competition will receive a contract for an initial 5 years commencing on 01/11/20 running through to 31/10/2025.</p>	

<p>5. Fact finding – what do we already know</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 Education 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</p>
--

services, identifying and removing barriers and narrowing any gaps in participation and achievement.

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 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.

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 Apprenticeships Training Programme will use existing quality officers and processes to comply with the same Education Inspection Framework criteria.

The Managed Learning Environment is a crucial tool required to support the management and coordination of apprenticeship equality; performance and progress data.

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 tutors; quality; DIS; procurement and commission colleagues have been consulted throughout the process. Apprentices and Sub-Contracted providers will be asked for their feedback regularly both during the 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	<input checked="" type="checkbox"/>	Carers	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>
Gender reassignment	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>	Religion or Belief	<input checked="" type="checkbox"/>
Sex (male or female)	<input checked="" type="checkbox"/>	Sexual orientation			<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>				

(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					

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. The acquirement of this new system will allow improved monitoring of the apprenticeship programme to drive up quality and success.

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

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 allocation of this award proposed will be made to a provider specialising in supporting the management of apprenticeship delivery through an online solution which the Apprenticeship Team can use to monitor and drive up equality of the standards we offer to current employees in Leeds City Council at Levels 3 through 7.

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:

The Apprenticeship Training delivery will bring different Council staff individuals and groups from all Directorates into contact with each other. It also means we can tackle and reduce any known inequalities.

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 ESFA Levy funded activity is to facilitate Apprenticeships for **all staff** employed by the Council or LA Schools. We actively engage with all staff networks to promote these opportunities as much as possible.

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 and Quality 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	25 September 2020
Date impact assessment completed		September 2020

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 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: 23.09.2020
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: