

Cambridge City Council Equality Impact Assessment



Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.

The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from Suzanne Goff, Strategy Officer on 01223 457174 or email suzanne.goff@cambridge.gov.uk or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Temporary Agency Worker Provision from November 2015

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

A current contract is in place to November 2015 for the provision of temporary agency workers. We are recommending that new arrangements be made from November 2015 under the national MSTAR2 framework contract.

The specification includes the requirement to provide monitoring data on ethnicity, age, gender, disability, religion/belief and sexual orientation. Monitoring data will continue to be available and will be analysed quarterly to assess any impact.

The neutral supply chain provider option is recommended to ensure use of large national and small local agencies.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

☐ Residents

☐ Visitors

☒ Staff

A specific client group or groups (please state):

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- ☐ New
☒ Revised
☐ Existing

5. Responsible directorate and service

Directorate: Business Transformation

Service: Human Resources

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

- ☐ No
☒ Yes (please give details):

All services requiring temporary agency workers

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

(a) Age (any group of people of a particular age, including younger and older people – in particular, please consider any safeguarding issues for children and vulnerable adults)

Management information is monitored.

CCC Safeguarding policy will be made available to agency workers.

Jobs requiring CRB/DBS checks are identified to ensure the agency has these in place for candidates being submitted.

The age profile of agency workers is predominantly up to 34. This is a younger profile than Cambridge City Council.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

Management information is monitored but is limited to where a self- declaration has been made. The Cambridge City Council Disability profile of staff is 5.06%.

(c) Gender

Management information is monitored. The gender profile of agency workers is predominantly male, 69.9%. Cambridge City Council's workforce profile is 48% female, 52% male.

(d) Pregnancy and maternity

If an agency worker is pregnant the manager must undertake a risk assessment.

(e) Transgender (including gender re-assignment)

Monitoring data not available for agency workers.

(f) Marriage and Civil Partnership

Monitoring data not available for agency workers.

(g) Race or Ethnicity

Management information is monitored. The ethnicity profile of agency workers where this has been declared is approximately 29.9%. The percentage of Cambridge City Council's workforce declaring themselves as BAME is 7.44%. There is a higher incidence of 'prefer not to say' for agency workers 23% compared to 3.69% of staff.

(h) Religion or Belief

Monitoring data is currently not available for agency workers but will be provided under the new contract.

(i) Sexual Orientation

Monitoring data is currently not available for agency workers but will be provided under the new contract.

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty (please state):

The pay rate to agency workers varies between £6.50/hr and £300/day. After 4 weeks the minimum of the living wage is payable (£7.85/hr) to agency workers.

Agency worker Regulations (AWR)

Those agency workers meeting AWR nationally agreed triggers after 12 weeks (dependent on circumstances) are entitled to receive the same pro rata holiday entitlement and where there is a comparable post at CCC, same rate of pay, we monitor it and action this..

Workers meeting performance review criteria undergo performance review. Where applicable they receive an increment..

Over 100 agencies are invited under the current contract to provide temporary workers and these include local providers which helps SME's and also low income candidates who are able to sign up locally with an agency.

The neutral vendor signs up agencies to our specifications and ensures appropriate pay arrangements are in place.

It is proposed to continue these arrangements under the new contract

8. If you have any additional comments please add them here

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to Suzanne Goff, Strategy Officer, who will arrange for it to be published on the City Council's website.

Email suzanne.goff@cambridge.gov.uk

10. Sign off

Name and job title of assessment lead officer: Deborah Simpson (Head of HR)

Names and job titles of other assessment team members and people consulted:

Naomi Armstrong - Customer & Community (Revenues & Benefits)

Sharon Line – Business Transformation

Linda Lander – Business Transformation (Human Resources)

Paul Boucher – Environment – Director of Environment (Business Support)

Stephanie Fisher – Business Transformation (Audit)

Pamela Nadarajah - Project member Commercial Property & Contracts Solicitor (Legal)

Date of completion: 05.08.15

Date of next review of the assessment: November 2018

Action Plan

Equality Impact Assessment title: Temporary Agency Worker Provision from November 2015

Date of completion: 05.08.15

Equality Group	Age
Details of possible disadvantage or negative impact	The age profile of agency workers is younger than the workforce profile.
Action to be taken to address the disadvantage or negative impact	None
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Disability
Details of possible disadvantage or negative impact	Limited data is available for agency workers.
Action to be taken to address the disadvantage or negative impact	None
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Gender
Details of possible disadvantage or negative impact	The gender profile of agency workers is currently 35% female and 65% male compared to 48%female and 52% male for staff
Action to be taken to address the disadvantage or negative impact	None
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Pregnancy and Maternity
Details of possible disadvantage or negative impact	Risk assessments are undertaken for pregnant agency workers.
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Transgender
Details of possible disadvantage or negative impact	None
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	None
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Race or Ethnicity
Details of possible disadvantage or negative impact	The ethnicity profile of agency workers is higher than for the workforce.
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Religion or Belief
Details of possible disadvantage or negative impact	Comparable data not available for agency workers
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Sexual Orientation
Details of possible disadvantage or negative impact	Comparable data not available for agency workers
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	The living wage is payable after 4 weeks and the AWR increase after 12 weeks.
Action to be taken to address the disadvantage or negative impact	Cambridge City Council to continue to monitor and ensure the Living Wage and Agency Worker Regulations (AWR) are paid at appropriate time
Officer responsible for progressing the action	
Date action to be completed by	