

# Cambridge City Council Equality Impact Assessment (EqIA)



This tool helps the Council ensure that we fulfil legal obligations of the [Public Sector Equality Duty](#) to have due regard to the need to –

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther, Equality and Anti-Poverty Officer at [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) or phone 01223 457046. Once you have drafted the EqIA please send this to [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, ([graham.saint@cambridge.gov.uk](mailto:graham.saint@cambridge.gov.uk) or 01223 457044).

<b>1. Title of strategy, policy, plan, project, contract or major change to your service:</b>
Temporary Agency Worker Provision from December 2019.
<b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>
Not available
<b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>
<p>A current contract is in place to December 2019 for the provision of temporary agency workers. We are recommending that new arrangements be made from 20 December 2019 under the national MSTAR3 framework contract.</p> <p>The specification includes the requirement to provide monitoring data on ethnicity, disability, gender, age, religion/belief and sexual orientation. Monitoring data will continue to be available and will be analysed quarterly to assess any impact.</p> <p>The neutral supply chain provider option is recommended to ensure use of large national and small local agencies.</p>

#### 4. Responsible Service

Human Resources

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

- Residents of Cambridge City
- Visitors to Cambridge City
- x  Staff

Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here):

The contract is only provided for all services of the city council to use.

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

- New
- Major change
- x  Minor change New contract provision.

#### 7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)

- No
- x  Yes (Please provide details):

All city council services requiring temporary agency workers.

Legal, Procurement, Internal Audit, Finance, Payroll and 3CICT have been consulted about the framework contract specification. Representatives from services and the trade unions have also been consulted.

**8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?**

The report will go to the Strategy & Resources Scrutiny Committee on 7 October 2019.

**9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?**

Current contract monitoring data and provisions in the new framework contract.

**10. Potential impacts**

For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

**(a) Age**

**Note that this refers to any group of people of a particular age (e.g. 32 year-olds) , or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and adults at risk**

Management information is monitored. The age profile of agency workers is predominantly younger than the council's workforce profile.

CCC Safeguarding policy will be made available to agency workers.

Jobs requiring CRB/DBS checks are identified to ensure agencies have these in place for candidates being submitted.

**(b) Disability**

**Note that a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.**

Management information is monitored but is limited to where a self-declaration has been made. There are very low numbers of self-declarations. There is a high percentage of 'prefer not to say' declarations by agency workers. The Cambridge City Council Disability profile of staff is 6%.

**(c) Gender reassignment**

Monitoring data on gender reassignment is not available for agency workers.

**(d) Marriage and civil partnership**

Monitoring data on marriage or civil partnership is not available for agency workers.

**(e) Pregnancy and maternity**

A risk assessment will be undertaken for an agency worker where we are notified of pregnancy.

**(f) Race**

**Note that the protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.**

Management information is monitored. The ethnicity profile of agency workers where this has been declared is higher (11.6%) than for the Cambridge City Council's workforce declaring themselves as BAME (7.2%). There is a higher incidence of 'prefer not to say/missing data' for agency workers at 47% in a recent quarter, compared to 1.61% of staff.

**(g) Religion or belief**

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

**(h) Sex**

Management information is monitored. The sex profile of agency workers is predominantly male at 64% in a recent quarter, and 36% female, compared to Cambridge City Council's workforce profile of 50% female, 50% male.

**(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**

**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 Cambridge City, same rate of pay.

Agency 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

**11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqlA accordingly.)**

Management information will be provided on a quarterly basis under the new contract.

**12. Do you have any additional comments?**

No

**13. Sign off**

Name and job title of lead officer for this equality impact assessment:

Deborah Simpson, Head of Human Resources

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

Date of EqlA sign off: September 2019

Date of next review of the equalities impact assessment: October 2023

All EqlAs need to be sent to Helen Crowther, Equality and Anti-Poverty Officer. Has this been sent to Helen Crowther?

Yes

No

Date to be published on Cambridge City Council website: