

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 Kate Yerbury, Equality and Anti-Poverty Officer at equalities@cambridge.gov.uk or phone 01223 457046.

Once you have drafted the EqIA please send this to equalities@cambridge.gov.uk for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, (graham.saint@cambridge.gov.uk or 01223 457044).

1. Title of strategy, policy, plan, project, contract or major change to your service
Temporary Agency Worker Provision from December 2023

2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)
Report is being presented to Strategy & Resources Scrutiny Committee on 3 July 2023.

3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?
<p>A current contract is in place to December 2023 for the provision of temporary agency workers. We are recommending that new arrangements be made from 20 December 2023 under the national MSTAR4 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>

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

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 all that apply)

- Residents
- Visitors
- Staff

The contract is 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?

- New
- Major change
- Minor change

There is currently a contract in place for the provision of temporary agency workers under the MSTAR3 framework. New contract provision is required with effect from December 2023.

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

- Yes
- No

All city council services requiring temporary agency workers.

Legal and Procurement have been consulted about the framework contract specification.

Legal, Procurement, Internal Audit, representatives from services and the trade unions will be consulted on the award of a supplier under the framework contract.

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 3 July 2023

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 the provisions in the new framework contract specification.

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 - Please also consider any safeguarding issues for children and adults at risk

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

There are more agency workers aged 25-34 (28%) in comparison to the council's workforce profile of 16.1%. The comparison profile is more similar for those aged 35-44, approximately 20%. For the Council 26% are aged 45-54 but for agency workers this has been 17%. The age profile for agency workers has been younger than the council's workforce profile.

The Council's 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

Disability equality Information is monitored quarterly, but is limited to where a self-declaration has been made by the agency worker. There are very low numbers of self-declarations declaring disability by agency workers, 1.8% There is a high percentage of 'prefer not to say' declarations by agency workers, 30%. The Cambridge City Council disability profile of staff is 7.37%.

(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.

Equality information is monitored. The ethnicity minority profile of agency workers where this has been declared is 7.9% which is lower than for the Cambridge City Council's workforce of

9.1%. There is a higher incidence of 'prefer not to say/missing data' for agency workers at 28.3% in a recent quarter, compared to 2.94% of staff.

(g) Religion or belief

Monitoring data is currently not available for agency workers.

(h) Sex

Equality information is monitored. The sex profile of agency workers is now more in line with our workforce in a recent quarter, with 45% Female and 55% Male, compared to Cambridge City Council's workforce profile of 48% Female, 52% Male.

(i) Sexual orientation

Monitoring data is currently not available for agency workers.

(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**
- **Groups who have more than one protected characteristic that taken together create overlapping and interdependent systems of discrimination or disadvantage. (Here you are being asked to consider intersectionality, and for more information see: https://media.ed.ac.uk/media/1_I59kt25q).**

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.

In line with our Real Living Wage policy, agency workers engaged after 4 weeks will receive the minimum of the Real Living Wage rate, currently £10.90 per hour and a Cambridge Weighting supplement, with a minimum pay rate currently £11.00 per hour.

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

Over 60 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 contract provider 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 EqIA accordingly.)

Management information on our use of agency workers, including equality information, will be provided and monitored on a quarterly basis under the new contract. The information is reported to a group of service leads and the trade unions.

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: Linda Lander, Senior Business Support Officer

Date of EqIA sign off: May 2023

Date of next review of the equalities impact assessment: May 2024

Date to be published on Cambridge City Council website: 3 July 2023 Strategy and Resources Scrutiny Committee

All EqIAs need to be sent to the Equality and Anti-Poverty Officer at equalities@cambridge.gov.uk