

Equality Impact Assessment / Equality Analysis

Title of service or policy	Apprenticeships, Work Placements, Work Experience, Internships and Volunteering
Name of directorate and service	Employability and Skills
Name and role of officers completing the EIA	Duncan Kerr / Paul Gaunt
Date of assessment	30 th April 2013

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1. Identify the aims of the policy or service and how it is implemented.		
	Key questions	Answers / Notes
1.1	Briefly describe purpose of the service/policy including <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	<p>The Council is one of the largest employers in the area. This policy enables the cross-Council implementation of a programme of apprenticeships, paid and unpaid work opportunities for people to gain the skills and experience they need in a difficult economic environment, to increase their chances of employment. It places emphasis on, but is not exclusively focussed towards the young and unemployed. The policy will contribute to enabling the Council to fulfil its duty to allow everyone to reach their potential.</p> <p>Bath & North East Somerset Council employs apprentices in certain service delivery areas. Some Directorates and services are offering a range of paid and unpaid work opportunities. However there are no targets set for the offer of apprenticeships and the numbers on offer are low compared to other councils. Likewise the offer of other paid and unpaid work opportunities varies from service to service.</p> <p>Guidance on the employment of apprentices has been produced by HR, but responsibility for the implementation of targets arising from this policy, would be shared by all Directorates, as would policies on other paid and unpaid work opportunities.</p>
1.2	Provide brief details of the scope of the policy or service being reviewed, for	<p>This is a new policy and guidance has been produced by HR to support it.</p> <p>Nationally, the government wishes to increase the number of apprenticeships on offer and to</p>

	<p>example:</p> <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?. ● How much room for review is there? 	<p>provide as many opportunities for young unemployed people to gain skills and experience which will improve their employability.</p> <p>This policy will:</p> <ul style="list-style-type: none"> ● Create more opportunities within the Council for apprenticeships. ● Create further opportunities within the Council for paid work experience including internships and post graduate work placements. ● Create wider opportunities within the Council for unpaid work experience including those on Jobcentre Plus programmes, school and college work experience. ● Link into the Council's volunteering policy. ● Target recruitment efforts to wards and to groups where it will derive maximum socio economic benefit. ● Contribute to the reduction in NEET figures ● Produce a system whereby targets could be negotiated, agreed and monitored for the provision of apprenticeships and paid and unpaid work opportunities ● Provide a cross- Council approach and policy and deliver clear guidance to Service Directors and Managers regarding the approach to paid and unpaid work opportunities and apprenticeships.
<p>1.3</p>	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>This policy links to the Council's vision of an area 'where everyone fulfils their potential' and the objective of 'promoting independence and positive lives for everyone', through helping people improve their skills and experience in order to gain sustainable employment. It fits the values of 'an enabling Council that makes things happen', through actively delivering opportunities for young people and 'an organisation that encourages continuous learning and improvement', through the provision of training via apprenticeships and paid and unpaid work opportunities</p> <p>There is a potential conflict with the Council's Change Programme which delivers financial efficiencies to reduce budgets and staffing as part of the pressure on public sector finances. This can be mitigated by the need to produce a more age-balanced workforce, the requirement to reduce the level of NEETs, (not in employment, education or training), within the area and by the Council's duty to address worklessness.</p>

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	<p>The policy is a cross-Council initiative led by the Employability and Skills service within Regeneration, Employment and Skills with a project team overseeing the policy development drawn from a number of teams within the Council. This includes representation from Human Resources, Policy and Partnerships, Economic Development and an independent consultant.</p> <p>This project team comprises 13 members drawn from multiple services across the Council of which:</p> <ul style="list-style-type: none"> ● 5 are male and 7 are female ● 1 member is BME ● There are no members of the team with a disability
2.2	What equalities training has staff received?	The team developing the policy has direct support from the Council's Equality and Diversity Officer, providing equalities expertise.

		The Employability and Skills service, (policy lead), has undertaken a number of Corporate Equalities training days however refresher training needs to be scheduled in with the E&D team as this happened before October 2010.
2.3	What is the equalities profile of service users?	<p>The equalities profile of the local authority area is located on the 2011 Census Data website and can be found at http://tinyurl.com/clvfnl4</p> <p>The Joint Strategic Needs Assessment and Equalities mapping can be accessed using the following link:- http://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/research-library</p>
2.4	What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?	<p>In 2012 18 people started apprenticeships and 28 undertaking their studies. There were 4 paid student work placements, (interns) for the period and substantial work experience / placement programmes in Parks, Heritage and Property Services. It is not known how many other paid or unpaid work opportunities are being delivered in other services within the Council. Neighbouring councils have policies which set targets for apprenticeships. The introduction of a policy would enable B&NES to do the meet the requirements of the Social Value Act.</p> <p>In June 2012 an EIA was created for volunteering within the Council. "Council Volunteers - Policies and Practices – Review" can be found at... http://www.bathnes.gov.uk/sites/default/files/siteimages/council_volunteers_-_review.doc</p> <p>As the policy is developed, further gaps in data may be identified. In this case, actions (Section 4) will be created to incorporate the additional research into this EIA.</p>
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	<p>The unions are being consulted and are supportive of the Council providing meaningful opportunities for young people to improve their employability and to gain real jobs.</p> <p>Unison is also mindful of the age profile of the Council's work force and the need to promote work in local government to young people.</p>

		Further consultation with groups is planned as part of the policy development process, (see Actions).
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	<p>Consultation will take place with apprentices and those undertaking paid and unpaid work opportunities in order to improve their experience and to ensure that young people are equipped with the necessary skills to gain sustainable employment.</p> <p>Consultation will also take place with service managers to research policy, agree potential targets and the processes.</p> <p>Additional research will be undertaken with the School Exclusion Officers, Workers Challenge Group and the delivery staff of Project Search prior to the policy being submitted to Cabinet, (see Actions)</p>

3. Assessment of impact: 'Equality analysis'

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or helps promote equality in some way.
- Could have a negative or adverse impact for any of the equalities groups

		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Gender – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)	This is a new policy, there are currently no specific examples however all members of staff, (as well as those who are on work placement opportunities have undergone the full corporate induction programme and understand how to promote equality through the decisions they make.	Directorates will be asked to include gender in their targets for apprentices and work opportunities. This will be monitored as part of the target monitoring processes. Six out of the current 20 apprentices are female. Issues regarding pregnancy and maternity are addressed in the Council's mainstream HR policies.
3.2	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)	The service currently supports 'Project Search' which offers internships to those with learning difficulties/disabilities. Project SEARCH is a programme that aims to assist young people aged 16 – 24 with learning difficulties into work. We team employers up with college/special school and supported employment provider to run a year-long course that provides a mixture of work placements and classroom learning within the work place.	As part of the monitoring of the policy and its targets, Directorates will report on their recruitment and selection process for employing apprentices and those on paid and unpaid work opportunities. The participation of disabled people will be monitored and encouraged through a wide range of channels. We shall also work with Project Search to secure at least one" intern" work experience position within the Council on a rolling basis.

		Project SEARCH is dedicated to providing education and training to young adults with intellectual and developmental disabilities through an innovative workforce and career development model that benefits the individual, workplace and community. The primary goal is to secure competitive employment outcomes for each of the student graduates.	
3.3	Age – identify the impact/potential impact of the policy on different age groups	<p>We recognise the need to identify the impact of the policy upon different age groups and are consulting widely with representative groups. The service further recognises the needs of both young people and the over 50s and has developed specific strategies to meet these needs. The Economic Strategy can be located..</p> <p>http://www.bathnes.gov.uk/services/business/economic-enterprise-and-business-development/economic-intelligence</p> <p>The Community Strategy can be located ..</p> <p>http://www.bathnes.gov.uk/services/your-council-and-democracy/policies-and-plans/sustainable-community-strategy</p>	This policy will specifically target young people on the basis that they are some of the most vulnerable in the labour market. This is positive action by the Council. The research will consult with a wide variety of parties including representatives from Looked After Children, existing apprentices and the Youth Service.
3.4	Race – identify the impact/potential impact on different black and minority ethnic groups	This is a new policy, there are currently no specific examples however all members of staff, (as well as those who are on work placement opportunities have undergone the full corporate induction programme and understand how to promote equality through the decisions they make.	As part of the monitoring of the policy and its targets, Directorates will report on their recruitment and selection process for employing apprentices and those on paid and unpaid work opportunities. The participation of BME groups will be monitored and encouraged.

<p>3.6</p> <p>&</p> <p>3.7</p>	<p>Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people</p> <p>Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.</p> <p>Transgender – – identify the impact/potential impact of the policy on transgender people</p>	<p>As 3.1</p>	<p>All apprentices and those on paid and unpaid work opportunities will have an induction which will explain Council policies on equalities including the importance of recognising and knowing how to respond to potential bullying and harassment for those with protected characteristics.</p>
<p>3.8</p>	<p>Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances</p>	<p>as 3.1</p>	<p>This policy will target NEETs, (those not in employment, education or training), Care Leavers and young people in B&NES. It will provide access to a range of opportunities which will improve their educational attainment and employability skills. It will help them to improve their life chances through sustainable employment.</p> <p>Through working with a range of partners, (Jobcentre plus, Serona etc) we will be able to</p>

			target advertising of apprenticeship and work placement opportunities in those Council wards which are deemed to be socio – economically disadvantaged.
3.9	Rural communities – identify the impact / potential impact on people living in rural communities	The service has a range of strategies to support rural communities to improve access to employment opportunities. Hyperlinks to the range of strategies here?	Directorates will be asked to consider the provision of extended support to enable young people from rural areas to participate in the apprenticeships and paid and unpaid work opportunities on offer. This may include transport subsidies, lift share or a “Wheels to Work” programme. Additionally we shall work across the Council’s services to ensure that placements / apprenticeships are offered within rural communities.

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Consultation with service users.	Regular consultation with those on apprenticeships, paid and unpaid work opportunities.	<ul style="list-style-type: none"> • Production of supporting materials for Line Managers and mentors • On-going consultation and monitoring. 	PG	Jun 13
Equalities awareness	Standard induction process for all apprentices and people on	<ul style="list-style-type: none"> • Design and development of induction programme for 	JV	Aug 13

	paid and unpaid work opportunities to ensure awareness of equalities issues	apprentices and people on paid and unpaid work opportunities.		
Participation of those with protected characteristics measurement of success	Development of a framework to measure the impact of the policy upon groups with protected characteristics. Inclusion of monitoring of participation in the target setting with Directorates/services.	<ul style="list-style-type: none"> • Development of measurement framework. • On-going monitoring of policy and process in conjunction with HR team. 	PG	Sep 13
Participation of those from rural communities.	Development of further policies approaches to enabling participation from young people in rural areas on apprenticeships, paid and unpaid work opportunities.	<ul style="list-style-type: none"> • Exploration of encouraging participation from those people who live in rural areas through offering incentives such as a subsidised bicycle / moped scheme, driving lessons and public transport bursaries. 	PG	May 13
Equalities Refresher Training	Members of the Employment and Skills Team require further E&D training as last sessions took place before October 2010	<ul style="list-style-type: none"> • Completion of Equalities training. 	PG / SJ	Jun 13
Gaps in data	Regular review of EIA as policy is developed to ensure that there are no gaps on data.	<ul style="list-style-type: none"> • Data gaps plugged. 	PG	Jun 13
Further consultation with stakeholders.	Further consultation required with School Exclusion Officers, Workers Challenge Group, the Equalities Steering Group and	<ul style="list-style-type: none"> • Completed consultation. 	PG	March 13

	the delivery staff of Project Search prior to the policy being submitted to Cabinet			
Existing volumes participating in work placement and volunteering within the Council.	Ascertain the numbers currently participating in work placements and volunteering opportunities within the Council and their E&D breakdown	<ul style="list-style-type: none"> Produce profile of existing people on work placements and volunteering within the Council. 	SD	May 13

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by:

(Divisional Director or nominated senior officer)

Date: