

# Equality Impact Assessment / Equality Analysis

(Version 4)

E3634

Item name	Details
Title of Contract	Temporary Agency Staff and Statement of Works (Consultants)
Name of directorate and service	Resources – HR Operation and Strategic Procurement
Name and role of officers completing the EqlA	Michelle Vittozzi – Procurement Management
Date of assessment	17 <sup>th</sup> July 2025

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 people and different groups within our community. The main aim is to identify any adverse impacts (i.e. discriminatory or negative consequences for a particular group or sector of the community, and to identify areas where equality can be better promoted). Equality impact Assessments (EqIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EqIA) or Equality Analysis. **Not all sections will be relevant – so mark N/A any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council's website following relevant service lead approval.

## 1.1 Identify the aims of the policy or service and how it is implemented

Key questions	Answers / notes
<p>1.1 Briefly describe purpose of the contract.</p> <ul style="list-style-type: none"> <li>• How the service is delivered and by whom</li> <li>• If responsibility for its implementation is shared with other departments or organisations</li> <li>• Intended outcomes</li> </ul>	<p>The purpose of the Temporary Agency Staff contract is to address the Council's requirements for temporary agency staff through a neutral vendor solution. This contract aims to reduce off-contract spending, particularly in hard-to-fill areas such as Children's Social Workers, Adult Social Workers, Adult Services Social Care workers, Engineers, Educational Psychologists, and LGV drivers.</p> <p>The responsibility for the implementation of this contract is shared between the Supplier and the Council. The Supplier must provide proactive solutions-based partnering to support hiring managers and HR/Recruitment teams. Key representatives from the Council and the Supplier will attend regular contract management meetings to ensure the effective implementation of the contract.</p> <p>The intended outcomes of this contract include:</p> <ul style="list-style-type: none"> <li>- Reducing and eliminating off-contract spend.</li> </ul>

	<ul style="list-style-type: none"> <li>- Ensuring a diverse and inclusive workforce.</li> <li>- Supporting local employment and sustainable business practices.</li> <li>- Achieving broader Social Value outcomes for local employment.</li> <li>- Providing smart technological solutions to reduce paper use and minimise the need for travel by temporary agency staff.</li> </ul>
<p>1.2 Provide brief details of the scope of the contract being reviewed, for example:</p> <ul style="list-style-type: none"> <li>• Is it a new contract or review of an existing one?</li> <li>• How much room for review is there?</li> </ul>	<p>The Temporary Agency Staff contract is a replacement of an existing contract designed to address the Council's requirements for temporary agency staff and consultants through a neutral vendor solution. This contract aims to reduce off-contract spending, particularly in hard-to-fill areas such as Children's Social Workers, Adult Social Workers, Adult Services Social Care workers, Engineers, Educational Psychologists, and LGV drivers.</p> <p>There is significant room for review within this contract. The Supplier is expected to provide proactive solutions-based partnering to support hiring managers and HR/Recruitment teams. Regular contract management meetings will be held between key representatives from the Council and the Supplier to ensure the effective implementation of the contract. The Contract Manager will use Key Performance Indicators (KPIs) to measure contract performance, including fill rate, rejection rate, customer satisfaction, and completion rate. The Supplier must provide Management Information on a monthly, quarterly, and yearly basis, allowing for continuous monitoring and review of the contract's effectiveness.</p>
<p>1.3 Do the aims of this contract link to or conflict with any other policies of the Council?</p>	<p>The aims of the Temporary Agency Staff contract align with several key policies of the Council, promoting a cohesive approach to workforce management and community support. Here are some ways in which the contract links to Council policies:</p> <p>Linkages to Other Policies</p> <ol style="list-style-type: none"> <li>1. Employment and Social Value Policies: The contract supports the Council's employment policies by ensuring a diverse and</li> </ol>

	<p>inclusive workforce. It also aligns with the Council's Social Value policies by promoting local employment and sustainable business practices. The Supplier is expected to support increased employment opportunities for local people, recruit from local communities, and ensure the use of the local supply chain.</p> <p>2. Sustainability Policies: The contract's emphasis on sustainable business practices, such as reducing paper use and minimising travel, aligns with the Council's environmental sustainability policies. The Supplier is required to provide smart technological solutions to achieve these goals.</p> <p>3. Compliance and Vetting Policies: The contract's requirements for agency worker checks, including right to work, referencing, confidentiality agreements, and GDPR consent, align with the Council's compliance and vetting policies. This ensures that all temporary agency staff meet the necessary legal and regulatory standards.</p> <p>Potential Conflicts</p> <p>There are no significant conflicts identified between the aims of this contract and Council policies. The contract is designed to complement and support the Council's broader objectives, including workforce diversity, local employment, sustainability, and compliance.</p>
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## 2. Consideration of available data, research and information

Key questions	Data, research and information that you can refer to
2.1 What equality focussed training have staff received to	This contract is used by teams across the whole Council. Staff have received the mandatory training required in terms of equality and diversity.

enable them to understand the needs of our diverse workforce?	
<b>2.2</b> What is the equality profile of service users?	<p>As this contract is used by internal staff, the equality profile of service users matches the equality profile of the Council's workforce. For more information, please see link below.</p> <p><a href="https://www.bathnes.gov.uk/equality-reporting">https://www.bathnes.gov.uk/equality-reporting</a></p>
<b>2.3</b> Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	<p>See link below for details of Bath and North East Somerset Council's equalities reporting data.</p> <p><a href="https://www.bathnes.gov.uk/equality-reporting">https://www.bathnes.gov.uk/equality-reporting</a></p>
<b>2.4</b> What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	<p><b>Engagement and Consultation Process</b></p> <p>As part of the Equalities Impact Assessment (EIA) for the contract, the following engagement and consultation activities have been undertaken:</p> <ol style="list-style-type: none"> <li><b>1. Internal Stakeholder Meetings:</b> Regular meetings were held with key internal stakeholders, including representatives from HR, Recruitment, and various departments that utilise temporary agency staff and consultants. These meetings aimed to gather insights and feedback on the current and future needs of the workforce.</li> <li><b>2. Employee Surveys:</b> Surveys were distributed to employees across the Council to gather their views on the use of temporary agency staff and consultants. The surveys included questions on the effectiveness of the current arrangements, any challenges faced, and suggestions for improvement.</li> </ol> <p><b>Results of the Engagement and Consultation</b></p> <p>The engagement and consultation activities yielded the following key findings:</p> <ul style="list-style-type: none"> <li><b>• Positive Feedback on Diversity Initiatives:</b> Employees generally expressed positive feedback on the Council's commitment to diversity and inclusion. The focus on recruiting from local communities and supporting local employment was particularly well-received.</li> <li><b>• Need for Improved Communication:</b> Some employees highlighted the need for better communication regarding the roles and responsibilities of temporary agency staff.</li> </ul>

	<p>Clearer communication channels and regular updates were suggested to improve collaboration and integration.</p> <ul style="list-style-type: none"> <li>• <b>Support for Sustainable Practices:</b> The emphasis on sustainable business practices, such as reducing paper use and minimising travel, was supported by employees and stakeholders. There was a strong desire to see these practices implemented effectively.</li> <li>• <b>Suggestions for Continuous Improvement:</b> Stakeholders provided suggestions for continuous improvement, including regular training and development opportunities for temporary agency staff, enhanced support for hard-to-fill roles, and ongoing monitoring of contract performance through KPIs.</li> </ul> <p>These findings have been incorporated into the EIA to ensure that the Temporary Agency Staff contract aligns with the Council's equality and diversity objectives and addresses the needs of the diverse workforce.</p>
<p><b>2.5</b> If you are planning to undertake any consultation in the future regarding this contract, how will you include equality considerations within this?</p>	<p>Further consultation will be carried out at points throughout the contract lifecycle and when the contract is due for re-commissioning. This will follow the same process as outlined above.</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 contract:

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

Note: As the subject matter of this contract relates to temporary employment, the points below refer to general recruitment practices across the Council which will be mirrored through this contract.

Key questions	Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what
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		<b>steps have been or could be taken to address this</b>
<b>3.1 Issues relating to all groups</b> and protected characteristics	The council has implemented several initiatives to promote equality across all groups and protected characteristics. These include comprehensive diversity and inclusion training for all staff, ensuring that recruitment processes are fair and unbiased, and promoting a culture of respect and inclusion within the workplace. Regular equality impact assessments are conducted to identify and address any potential inequalities in policies and practices.	<b>Potential Negative Impact:</b> There may be unconscious bias in recruitment and promotion processes, leading to unequal opportunities for certain groups. <b>Steps to Address:</b> Implement comprehensive diversity and inclusion training for all staff, ensure recruitment processes are fair and unbiased, and conduct regular equality impact assessments to identify and address any potential inequalities.
<b>3.2 Sex</b> – identify the impact/potential impact of the contract on women and men.	The council aims to ensure that both women and men have equal opportunities in the workplace. This includes promoting gender equality in recruitment, pay, and career progression. The council has implemented measures to address the gender pay gap and supports flexible working arrangements to accommodate the needs of both women and men.	<b>Potential Negative Impact:</b> Gender pay gap and lack of representation in senior roles for women. <b>Steps to Address:</b> Implement measures to address the gender pay gap, support flexible working arrangements, and promote gender equality in recruitment, pay, and career progression.
<b>3.3 Pregnancy and maternity</b>	The council provides comprehensive support for employees who are pregnant or on maternity leave. This includes ensuring that they have access to appropriate health and safety measures, offering flexible working arrangements, and providing support for their return to work. The council aims to ensure that	<b>Potential Negative Impact:</b> Discrimination or disadvantage due to pregnancy or maternity leave. <b>Steps to Address:</b> Provide comprehensive support for employees who are pregnant or on maternity leave, ensure access to appropriate health and safety measures, offer flexible working arrangements, and support their return to work.

	employees are not disadvantaged due to pregnancy or maternity.	
<b>3.4 Gender reassignment</b> – identify the impact/potential impact of the contract on transgender people	The council aims to create an inclusive environment for transgender employees. This includes providing support for employees undergoing gender reassignment, ensuring that they are treated with respect and dignity, and addressing any discrimination or harassment they may face. The council provides training to raise awareness of transgender issues and promote understanding among staff.	<b>Potential Negative Impact:</b> Discrimination or lack of support for employees undergoing gender reassignment. <b>Steps to Address:</b> Provide support for employees undergoing gender reassignment, ensure they are treated with respect and dignity, address any discrimination or harassment, and provide training to raise awareness of transgender issues.
<b>3.5 Disability</b> – identify the impact/potential impact of the contract on disabled people (ensure consideration of physical, sensory and mental health needs/differences)	The council provides comprehensive support for employees who are pregnant or on maternity leave. This includes ensuring that they have access to appropriate health and safety measures, offering flexible working arrangements, and providing support for their return to work. The council aims to ensure that employees are not disadvantaged due to pregnancy or maternity.	<b>Potential Negative Impact:</b> Discrimination or lack of support for employees undergoing gender reassignment. <b>Steps to Address:</b> Provide support for employees undergoing gender reassignment, ensure they are treated with respect and dignity, address any discrimination or harassment, and provide training to raise awareness of transgender issues.
<b>3.6 Age</b> – identify the impact/potential impact of the contract on different age groups	The council provides comprehensive support for employees who are pregnant or on maternity leave. This includes ensuring that they have access to appropriate health and safety measures, offering flexible working arrangements, and providing support for their return to work. The council aims to ensure that employees are not disadvantaged due to pregnancy or maternity.	<b>Potential Negative Impact:</b> Age-related discrimination and lack of opportunities for certain age groups. <b>Steps to Address:</b> Promote age diversity in recruitment, offer training and development opportunities for employees of all ages, and address any age-related discrimination.



<b>3.7 Race</b> – identify the impact/potential impact on across different ethnic groups	The council provides comprehensive support for employees who are pregnant or on maternity leave. This includes ensuring that they have access to appropriate health and safety measures, offering flexible working arrangements, and providing support for their return to work. The council aims to ensure that employees are not disadvantaged due to pregnancy or maternity.	<b>Potential Negative Impact:</b> Racial discrimination and lack of representation for certain ethnic groups. <b>Steps to Address:</b> Ensure recruitment processes are fair and unbiased, provide support for employees from different ethnic backgrounds, and address any discrimination or harassment.
<b>3.8 Sexual orientation</b> – identify the impact/potential impact of the contract on lesbian, gay, bisexual, heterosexual, questioning people	The council provides comprehensive support for employees who are pregnant or on maternity leave. This includes ensuring that they have access to appropriate health and safety measures, offering flexible working arrangements, and providing support for their return to work. The council aims to ensure that employees are not disadvantaged due to pregnancy or maternity.	<b>Potential Negative Impact:</b> Discrimination or lack of support for LGBTQ+ employees. <b>Steps to Address:</b> Provide support for LGBTQ+ employees, address any discrimination or harassment, and promote understanding and acceptance among staff.
<b>3.9 Marriage and civil partnership</b> – does the contract/strategy treat married and civil partnered people equally?	The council provides comprehensive support for employees who are pregnant or on maternity leave. This includes ensuring that they have access to appropriate health and safety measures, offering flexible working arrangements, and providing support for their return to work. The council aims to ensure that employees are not disadvantaged due to pregnancy or maternity.	<b>Potential Negative Impact:</b> Unequal treatment of married and civil partnered employees. <b>Steps to Address:</b> Ensure that employees who are married or in a civil partnership are treated equally and provide the same benefits and support to all employees.
<b>3.10 Religion/belief</b> – identify the impact/potential impact of the contract on	The council is committed to promoting religious equality in the workplace. This includes providing support for employees	<b>Potential Negative Impact:</b> Discrimination or lack of accommodation for religious practices. <b>Steps to</b>

people of different religious/faith groups and also upon those with no religion.	from different religious or faith backgrounds, accommodating their religious practices, and addressing any discrimination or harassment they may face. The council aims to create an inclusive environment where employees of all religious beliefs are respected.	<b>Address:</b> Provide support for employees from different religious or faith backgrounds, accommodate their religious practices, and address any discrimination or harassment.
<b>3.11 Socio-economically disadvantaged*</b> – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances <b>(this is not a legal requirement, but is a local priority).</b>	The council is committed to promoting religious equality in the workplace. This includes providing support for employees from different religious or faith backgrounds, accommodating their religious practices, and addressing any discrimination or harassment they may face. The council aims to create an inclusive environment where employees of all religious beliefs are respected.	<b>Potential Negative Impact:</b> Barriers to career progression and opportunities for socio-economically disadvantaged employees. <b>Steps to Address:</b> Provide opportunities for career progression, offer support for training and development, and address any barriers they may face.
<b>3.12 Rural communities*</b> identify the impact / potential impact on people living in rural communities	The council aims to support employees living in rural communities. This includes providing flexible working arrangements to accommodate their needs, offering support for travel and accommodation, and addressing any barriers they may face. The council is committed to promoting equality for employees in rural areas.	<b>Potential Negative Impact:</b> Barriers to employment and opportunities for employees living in rural communities. <b>Steps to Address:</b> Provide flexible working arrangements, offer support for travel and accommodation, and address any barriers they may face.
<b>3.13 Armed Forces Community **</b> serving members; reservists; veterans and their families, including the bereaved. Public services are required by law to pay due regard to the Armed Forces Community when developing contract, procedures and making	The council is committed to supporting the Armed Forces Community, including serving members, reservists, veterans, and their families. This includes providing support for their employment, offering flexible working arrangements, and addressing any barriers they may face.	<b>Potential Negative Impact:</b> Lack of support for serving members, reservists, veterans, and their families. <b>Steps to Address:</b> Provide support for their employment, offer flexible working arrangements, and address any barriers they may face.

decisions, particularly in the areas of public housing, education and healthcare (to remove disadvantage and consider special provision).	The council aims to ensure that the Armed Forces Community is treated with respect and dignity.	
<p><b>3.14 Care Experienced ***</b></p> <p>This working definition is currently under review and therefore subject to change:</p> <p>In B&amp;NES, you are 'care-experienced' if you spent any time in your childhood in Local Authority care, living away from your parent(s) for example, you were adopted, lived in residential, foster care, kinship care, or a special guardianship arrangement.</p>	The council aims to support employees who are care experienced. This includes providing opportunities for career progression, offering support for training and development, and addressing any barriers they may face. The council is committed to promoting equality for care-experienced employees and creating an inclusive environment for everyone.	<p><b>Potential Negative Impact:</b> Barriers to career progression and opportunities for care-experienced employees. <b>Steps to Address:</b> Provide opportunities for career progression, offer support for training and development, and address any barriers they may face.</p>

\*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

\*\* The Equality Act does not cover armed forces community. However, the Armed Forces Bill (which came in on 22 Nov 2022) introduces a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

\*\*\*The Equality Act does not cover care experienced people. B&NES adopted this group as a protected characteristic in March 2024 alongside over 80 other Local Authorities. Although we have data for care leavers and children/young people who are currently in the care of B&NES we do not have wider data on disadvantage experienced through being in care.